MITEL 5614 DECT PHONE

USER MANUAL FOR MIVOICE MX-ONE

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Mitel 5614 DECT Phone
User Manual for MiVoice MX-ONE
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Chapter 1

INTRODUCTION

SAFETY PRECAUTIONS

Read the Safety Precautions in Appendix A Safety Precautions before using the handset.

Save this manual. It includes important Safety Precautions and operating instructions. Save all instructions for future reference.

INTRODUCTION

This document describes features and settings available for the 5614 handset with MiVoice MX-ONE. The handset is a feature-rich handset with color display, telephony, messaging, and Bluetooth. It is designed to be used in medium demanding environment such as hospital environment, but also office environment.

It is suitable for users dependent of being reachable and/or having a need for mobile voice and messaging features, which makes it ideal for applications where the user needs either one way messaging or to be able to interact with other users. The color display enhances and simplifies the use of the handset.

Read the Chapter 2 Descriptions on page 7 before using the handset.

For software download and parameter settings, read the Installation and Operation Manual for Portable Device Manager (WinPDM), Windows version, User Manual for Device Manager and the Configuration Manual for the Mitel 5614 DECT Handset; see Related Documents on page 142.

Note: IP-DECT 690 does not support TLS over ECDSA.

ABBREVIATIONS AND GLOSSARY

Device Manager:	Application for management of handsets, charging racks, etc.
WinPDM:	Portable Device Manager: An application, running on a PC, for managing portable devices, charging racks, etc.

FUNCTIONS AND ACCESSORIES

Some functions are license/system dependent, or require configuration in handset via WinPDM/Device Manager.

FUNCTIONS	5614 STANDARD	5614 ALARM
GENERAL		
Easy registration	x	x
Enhanced DECT Security	x	x
Vibrator	x	x
Headset connector	x	x
Loudspeaking function	x	x
3 Programmable Soft keys	x	x
9 Programmable Hot keys	x	x
Profiles	x	x

FUNCTIONS	5614 STANDARD	5614 ALARM
System profiles	x	x
Shared phone	x	x
Contacts (250 contacts)	x	x
Central phonebook	x	x
Company phonebook (1000 contacts)	x	x
Downloadable languages	x	x
Multifunction button	x	-
Programmable Navigation key	x	x
Upgradable to Messenger	-	-
Upgradable to Protector	x	-
Centralized management	x	x
Personalized menus	x	x
Easy replaceable battery	x	x
Easy replacement of handset	x	x
Handset restrictions	x	x
Bluetooth	x	x
TELEPHONY		
Push to Talk (PTT)	x	x
Procedure call	x	x
Voicemail access	x	x
Microphone on/off during call	x	x
Five predefined emergency numbers	x	x
MESSAGING		
Mini messaging (12 characters)	-	-
Data Send	x	x
Colored messaging	x	x
Interactive messaging	x	x
Patient ECG Waveform Monitoring	x	x
Data with prefix	x	x
ALARM		
Push button alarm	-	x
Acoustic Location Signal (ALS)	-	x
Alarm with data	-	x
LOCATION		
Location, base stations	x	x
DECT Location	x	x
ACCESSORIES		
Desktop charger	-	-
Desktop programmer	-	-
Charging rack	-	-

FUNCTIONS	5614 STANDARD	5614 ALARM
Battery pack charger	-	-
Carrying case	-	-
Belt Clip	-	-
Hinge-type	-	-
Security cord	-	-

Chapter 2

DESCRIPTIONS

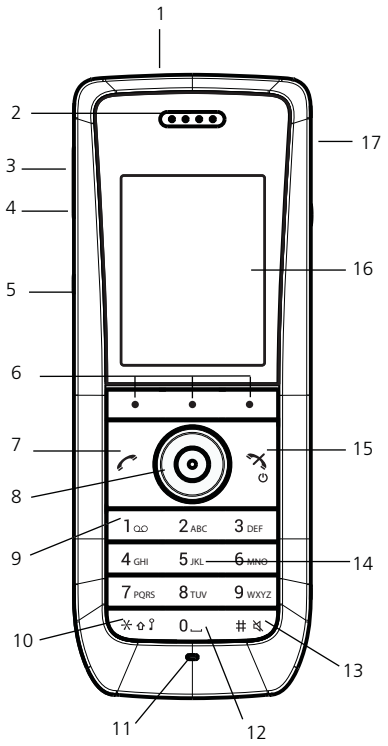


Figure 1: Description of the handset.

1 Multifunction/Alarm button

This button can be used as a shortcut to functions; long or double press modes. Depending on what model of handset that is used, the button can be used as a push button alarm or the button may be configured as a PTT button. For information about what functions that are supported by existing handset models, see Functions and Accessories on page 3.

2 Earpiece speaker

3 Volume button (up)

To increase the speaker volume

4 Volume button (down)

To decrease the speaker volume

5 Mute and PTT button

To turn on/off audible signals in idle mode, silencing the ring signal at incoming call, and to turn on/off the microphone during a call.

6 Soft keys

The 3 Soft keys can be pre-programmed or used with GUI

7 Off-hook key (Often also used as R-key).

To answer a call, to pre-dial a number, and as a shortcut to the Call list.

8 Five-way navigation key

Navigation key with Left, Right, Up, Down, and Confirmation (in the middle). These keys, except the middle key, can also be programmed for shortcuts.

9 Voicemail access

A quick access to the handset's Voicemail. This is a system dependent feature.

10 Key lock and Upper/Lower case

Combined key lock and Upper/Lower Case

11 Microphone

12 Space

To add space between text

13 Sound off key

To turn on/off audible signals in idle mode, silencing the ring signal at incoming call, and to turn on/off the microphone during a call.

14 Tactile indicators

There are two tactile indicators to indicate the centre of the key pad

15 End key (On-hook), and On/Off key.

Combined button; to end a call, to return to standby mode, and to switch the handset on/off by long press.

16 Color display

The full graphic type display is a 1.77 inch TFT. The display has multiple colors and backlighting.

17 Headset connector

The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.

THE DECT HANDSET

CAUTION: The handset may retain small metal objects around the mouthcap or earcap region.

Case

The plastic cover parts are made of durable PC/ABS material.

Antenna

The antenna is integrated inside the handset.

Loudspeaker

The handset has a separate loudspeaker for the loudspeaking function. It is placed on the back side of the handset.

Microphone

The microphone is placed on the front bottom side of the handset.

Clip

There are two different belt clip options to the handset; a hinge-type clip (standard), and a swivel-type clip. See Attach the Hinge-type Clip on page 138, or Attach the Swivel-type Clip on page 139. Use the clip to attach the handset to a pocket, belt, or similar. The handset can also be without any clip, see Attach Cover for No Clip on page 139.

Battery

The battery is a rechargeable Li-pol battery, placed under a battery cover. See Replace the Battery on page 135.

The battery is fully charged within four hours. See Charge the Battery on page 135.

The battery can be charged separately with a special battery charger. See Charge Spare Batteries on page 135

CHARGERS

DC3 DESKTOP CHARGER AND DP1 DESKTOP PROGRAMMER

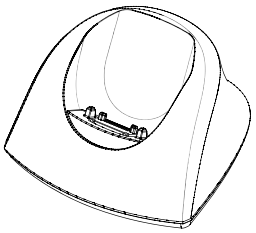


Figure 2: DC3 Desktop Charger and DP1 Desktop Programmer.

The DC3 Desktop Charger will only charge the handset, while the DP1 Desktop Programmer will download new software and synchronize parameters. The handset is fully operational while placed in the charger.

The DC3 Desktop Charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.

Note: Only use the charger within the temperature range of +5° C – +40° C.

CR3 CHARGING RACK

The CR3 Charging Rack is used for charging several handsets, to synchronize parameters, and for software download.

The built in power supply can charge up to six handsets.

BATTERY PACK CHARGER

The Battery pack charger is used for charging up to six spare batteries.

ICONS AND TEXT IN THE DISPLAY

All functions and settings available to the user are shown as icons and text in the display. The icons and text in the display indicate functions and settings to which you have access. The display normally displays date and time, the Owner ID and handset number. The Owner ID can manually be set by the user.

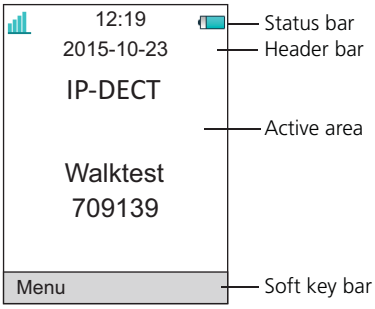


Figure 3: Example of a display configuration in idle mode.

The top row (Status bar) is used for icons which give the user information about signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible in all screens.

The next row (Header bar) displays the current date, headset connection, Bluetooth connection, and system connection.

The next rows (Active area) are used for information such as the name of the system to which the handset is connected to. A user identity provided from the system and/or an Owner ID can also be displayed if configured in the Settings menu. This is also the area for dialog window text. For example “missed calls” or to confirm an action.

The bottom row (Soft key bar) is used for Soft keys which can be used as shortcuts for functions in the handset. See Soft Keys on page 15.

The (Scroll bar) is placed to the right of the “Active area”. It becomes visible when a menu screen has more than six menus, or if the complete text in a message cannot be displayed on the screen simultaneously.

ICONS

“Signal strength” icon is visible in the upper left corner. The staples shown in display depends on the signal strength.

“Full battery” icon is displayed in upper right corner.

"Low battery warning” icon is shown when the battery has 10% or less remaining capacity left.

"Empty battery warning" icon is flashing when the battery has 5% or less remaining capacity left.

“Sound off” icon is displayed when the Sound off key or Mute button is pressed.

"Microphone off" icon indicates a silenced microphone. It is displayed after a long press on the Sound off key, Mute button during a call.

During a PTT call, the microphone is silenced when the PTT button is released.

"Silent volume" icon is displayed when the volume has been set to "Silent".

“Loudspeaking” icon is displayed in the soft key bar during a call. Pressing this icon turns on the loudspeaker.

“Loudspeaking off” icon is displayed after the soft key for Loudspeaking icon has been pressed. Pressing this icon turns off the loudspeaker.

“New message” icon or “Interactive message” icon indicates that a new text message (or messages) has arrived. The icon remains in the status bar until all new messages in the inbox are read.

"Request for answer" icon in front of a message indicates that this message must be acknowledge or rejected.

“Voicemail message” icon is displayed in the status bar when there are voicemails. The icon remains until voicemail has been listened to.

Voicemail message” icon is displayed in the message inbox when there are voicemails. The icon remains until voicemail has been listened to.

“Read message” icon or “Read Interactive message” icon in front of a message shows that this message once has been read.

"Sent message" icon.

"High prio" or "Alarm prio" icon indicates high priority of a message.

“Key lock” icon indicates a locked keypad.

"Locked entry" icon indicates that the contact can not be edited or deleted by the user.

"Phone lock" icon indicates a locked handset.

“Bluetooth” icon indicates that Bluetooth is enabled.

“Bluetooth headset” icon indicates that a Bluetooth headset is connected to the handset.

“Headset” icon indicates that a corded headset is connected to the handset.

“Outgoing call” icon is added to all outgoing calls in the call list.

“Incoming call” icon is added to all answered calls in the call list.

"Push to talk" icon is added to all incoming, outgoing, missed and answered PTT calls in the call list/missed calls.
Note: The icon is added when a PTT invitation is managed as a call only.

“Missed call” icon is added to all missed calls in the call list.

“Missed call” icon indicates missed calls in the status bar.

"WinPDM/Device Manager communication" icon is visible when handset is

communicating with WinPDM/Device Manager via advanced charger.

"Profile active" icon

MENU ICONS

The ”Contacts” menu contains all names/numbers in the Contacts list. In addition, a company phonebook* with up to 1000 entries can be downloaded to the handset via the WinPDM. A central phonebook* can also be accessed from the "Contact" menu.

The "Services" menu contains menu shortcuts used to customize an own menu.

The “Messaging” menu contains all message handling such as reading and writing messages.

The “Calls” menu contains call lists, call time, and call services*. Call services is configured in the WinPDM/Device Manager.

The “Connections” menu contains Bluetooth connection, headset selection, System selection, and In charger selection.

The “Settings” menu contains personal handset settings such as changing the ring volume, selecting language, etc.

The ”Shortcuts" menu contains shortcuts for the Soft keys, Hot keys, Navigation keys, and the Multifunction button.

The “Profiles” menu allows up to four different profiles to be added. The "Normal" profile is active by default.

* System dependent.

KEYS AND BUTTONS

OFF-HOOK KEY

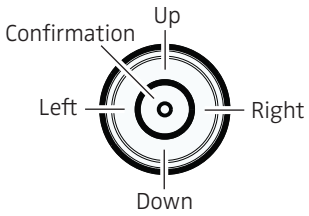
This key is used for connecting calls. One short press in standby mode opens the call list.

ON-HOOK AND ON/OFF KEY

This key is used for disconnecting calls and returning to main screen.

A long press in standby mode switches the handset on or off.

NAVIGATION/CONFIRMATION KEY



Use this key to step in the menu and when working in text mode. The picture on the left shows how to press the navigation key to step left / right and up / down in the menu.

The navigation key can be programmed, "Up" is by default a shortcut to the Inbox, and "Down" is a shortcut to Call contact. During a call the volume can be increased or decreased by pressing up and down on the navigation key.

SOUND OFF KEY

A long press on the key in idle mode, changes between ring signal on/off.

At incoming call, a short press on the key silences the ring signal. During a call, a long press on the key changes between microphone on/off.

MUTE AND PTT BUTTON

A long press on the Mute button in idle mode, changes between ring signal on/off, at incoming call, a short press on the button silences the ring signal. During a call, a long press on the button changes between microphone on/off.

During a PTT call, the microphone is silenced when the PTT button is released.

KEY LOCK AND UPPER AND LOWER CASE KEY

This key is to lock the keypad in combination with the soft key "Lock". It is also for switching between upper and lower case and digits.

SOFT KEYS

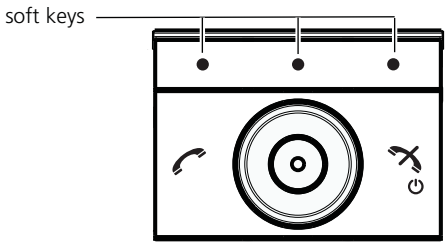


Figure 4: Soft Keys.

The three Soft keys are located just beneath the display and the functions of each Soft key is indicated by text in the display just above the keys.

In idle mode, the Soft keys can be used for specific functions defined by the user of the handset.

HOT KEYS

Any key "2" - "9" can be set to a Hot Key. A long press on any of these numbers in stand by mode are by default a shortcut to the Call contact list. The list is in alphabetic order, and depending on which key that is pressed is dependent on where in the list the contact appears.

A Hot Key can be programmed to give access to frequently used functions such as dialing a specific handset number, a shortcut on the menu, or sending an SMS.

MULTIFUNCTION BUTTON

Note: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

This button can be used as a shortcut to functions; long or double press modes. It is by default not used, but can be defined by the user of the handset. If the button is defined, it can be used in standby mode only.

VOLUME BUTTON

The two buttons placed on the upper left side of the handset are used for increasing/decreasing the earpiece, headset, and the loudspeaker volume.

ALPHANUMERIC KEYS

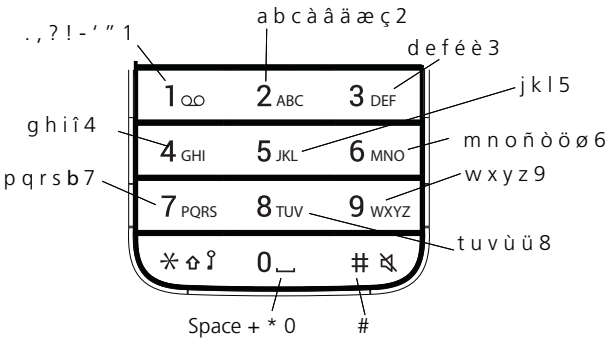


Figure 5: Available characters.

Note: Depending on the selected menu language and character setting in the Device Manager, other characters can be available. This means that the character order can differ from the figure above.

In standby mode, and number input mode

- A short press on a key enter the digits “0” - “9” and the characters * and #.
- A long press on the "0" key adds a "+" to the number.
- Enter a pause in number input mode by a long press on the # -key. A pause is indicated by a "P" in the display.
- A long press on the * - key changes the tone sender on.
  Tone sender on is indicated by a "T" in the display.

In text input mode

- A short press on a key 0-9, displays the first available character on that specific key. The marked character is selected after a timeout, or when another key is pressed.
- To change to upper or lower case, press the * -key before entering the character.
  The *-key can also be used to display only the digits.
- To add space in the text, make a short press on key 0.
- The first character entered in a message, or when adding or editing a name in the Contacts menu, is an upper level character followed by lower level characters, unless the * -key is pressed before entering the character. To switch between Abc, ABC, abc, and 123 the *-key is pressed.
- A long press on the #-key displays special characters.
- A long press on the *-key opens a menu to change writing language (Default follows the menu language setting).

ACCESSORIES

BELT CLIPS

- Hinge-type clip
  The clip on the back of the handset is used to fasten the handset to a belt or similar. The clip can also be changed to a swivel-type.

Note: The handset can also be used without any clip on, see Attach Cover for No Clip on page 139.

SECURITY CORD

The security cord is 800 mm long. The security cord is attached directly to the handset.

CARRYING CASE

The carrying case is especially designed for the handset. The carrying case comes with a swivel type belt clip and the handset is fully operational while placed in the carrying case.

HEADSET

A headset is recommended if the handset is frequently used or the user want to have both hands free. The headset comes in three versions; microphone integrated in the cable, microphone on a boom and hearing protection.

In order to achieve optimal audio quality with the different headset types it is recommended to select the corresponding headset profile. See Headset on page 87 for more information.

Chapter 3

MENU TREE

SWITCH THE HANDSET ON AND OFF

SWITCH ON THE HANDSET

Press and hold . When pressing , the handset vibrates and the display lights up.

SWITCH OFF THE HANDSET

Prerequisite: The handset is in idle mode:

Tip: While in a menu, press to return to idle mode. If the handset is a shared phone, it must first be logged out to be able to switch off the handset. See Log a Shared Phone On and Off. A user can be prevented from switching off the handset by enabling the parameter Prevent switch off in WinPDM.

1. Press and hold .
2. A dialog window "Switch off" is displayed. Confirm by pressing "Yes".

Note: If a handset restriction is enabled, it may not be possible to switch off the handset. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

LOG A SHARED PHONE ON AND OFF

Note: Shared phone is applicable for IP-DECT systems only. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

The feature shared phone allows more than one user to use a handset. When a handset is configured to be a shared phone, it can be used by any shared phone user in the system. The message and call lists are deleted when a user logs off a handset.

Note: If configured in the WinPDM/Device Manager, an emergency call can be made from a handset that is logged off.

Log on a Handset

Prerequisite, the handset is switched on. See Switch the Handset On and Off for more information.

1. A dialog window "Login" is displayed. Press the soft key "Yes".
2. Enter User ID and password.
3. Press "Login"

Note: The user will be automatically logged out from a previously used handset.

Log off a Handset

1. Press and hold .
2. A dialog window "Logout" appears. Press the soft key "Yes".

Note: If a phone is shared and one of the users logs off the shared phone, the lock that prevents the handset from unauthorized use is deactivated. For additional information, see Lock and Unlock the Handset on page 22.

FREE SEATING

Free Seating is used for people who have an office extension number but no phone set of their own, for example, people who are mostly working outside the office. As a free seating user, and working from the office, you can log on to any free phone set. The phone set will be assigned temporarily with your extension number and your sys-tem authorities. Note: Free seating is not supported by IP DECT.

LOGGING ON

To log on, do the following:

1. Press *11*.
2. Dial the *authorization code* * *extension number* # and press the Off-hook key. Wait for the call timer to start in the display.
3. Press the On-hook key to finish the procedure.

LOGGING OFF

To log off, do the following:

1. Press #11# and then press the Off-hook key. Wait for the call timer to start in the display.
2. Press the On-hook key to finish the procedure.

TURN THE AUDIBLE SIGNAL ON OR OFF

Note: If handset restrictions are enabled, you might not be able to turn off the audible signal.

A long press on the # or in idle mode, changes between ring signal on/off. The icon indicates a silenced handset.

LOCK AND UNLOCK THE KEYPAD

LOCK AND UNLOCK THE KEYPAD IN IDLE MODE

To prevent accidentally pressing keys, the keys can be locked.

Lock keypad

1. Press * .
2. Press "Lock".

Unlock keypad

1. Press ⚹ ⇧ ⚷ .
2. Press "Yes".

Note: An incoming call can be answered and the alarm button can be pressed while the keypad is locked. If configured in the WinPDM/Device Manager, an emergency call can also be made while the keypad is locked. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

LOCK/UNLOCK THE KEYPAD DURING A CALL

To prevent accidentally pressing keys, the keys can be locked during a call. This can be useful when a headset is used and the handset is attached to a pocket or belt.

Lock keypad

1. Long press ⚹ ⇧ ⚷ .
2. Press "Lock".

Unlock keypad

1. Press ⚹ ⇧ ⚷
2. Press "Yes".

Note: When the keypad is locked, the volume buttons and the mute button can be pressed during the call. Depending on what model of handset that is used, the Alarm button can also be pressed. For information about what functions that are supported by existing handset models, see Functions and Accessories on page 3.

LOCK AND UNLOCK THE HANDSET

The handset can be locked to prevent unauthorized use. If this function is activated, a PIN code has to be entered for example to switch on the handset, to answer an incoming call etc. The default phone lock code (0000) can be changed to any 4 - 8 digit personalized code.

Notes:

- If a phone is shared and one of the users logs off the shared phone, the lock that prevents the handset from unauthorized use is deactivated. For additional information, see Log a Shared Phone On and Off on page 20.
- The handset can be configured with predefined emergency numbers that can be called while the handset is locked. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142. Depending on model of handset, the Alarm button can also be used. For information about what functions that are supported by existing handset models, see Functions and Accessories on page 3.

1. Enter the “Settings” menu.
2. Select “Locks”
3. Select “Phone lock”.

4. Select "Auto phone lock".
5. Select "On", "On in charger", or "Off".

MUTE HANDSET ON INCOMING CALL OR MESSAGE

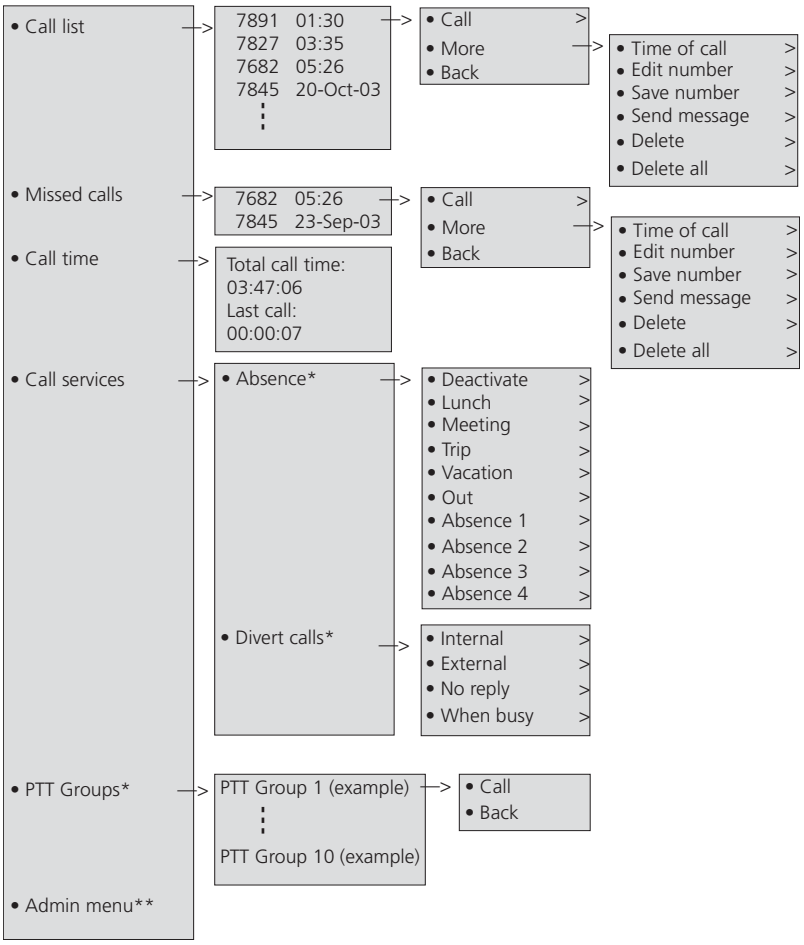
The handset can be muted temporarily on an incoming call or message. The call is not hung up when the handset is muted. If the call is unanswered, it reverts to voicemail if the handset has been configured for voicemail.

To mute an incoming call or message, press # or while the handset sounds.

Chapter 4

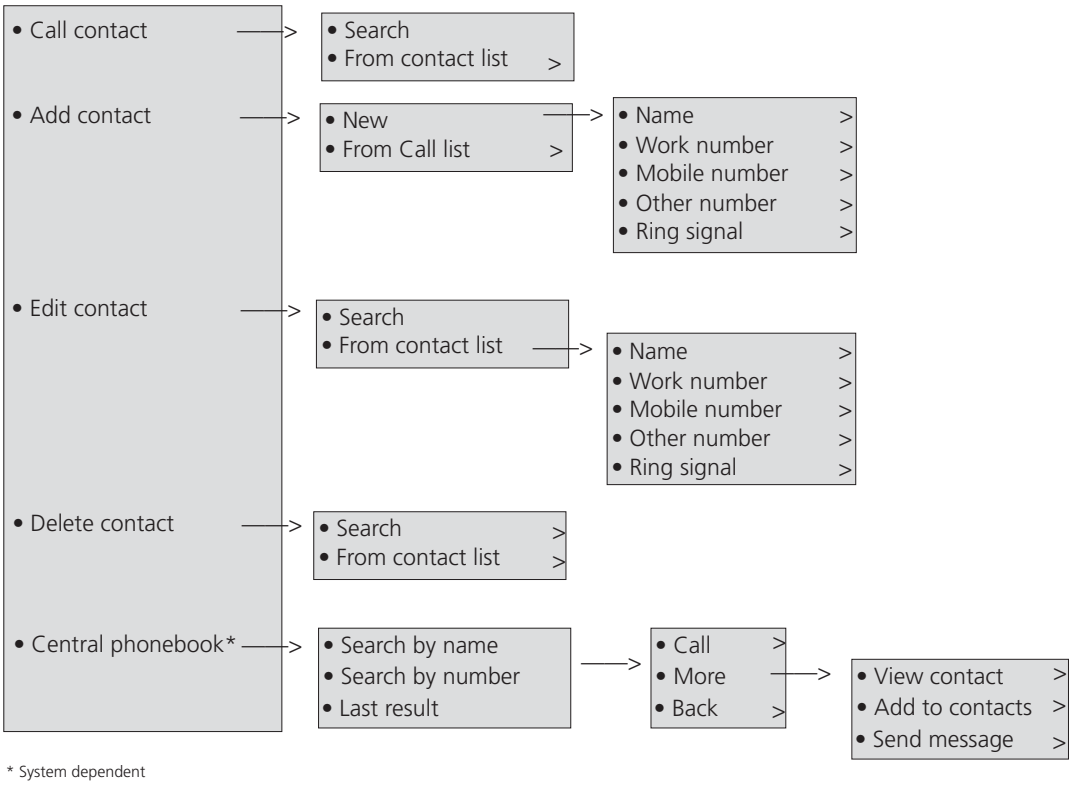
BASIC OPERATION

CALLS



*) Visible if defined in the WinPDM/Device Manager
**) WinPDM/Device Manager visible if the Admin menu is activated.

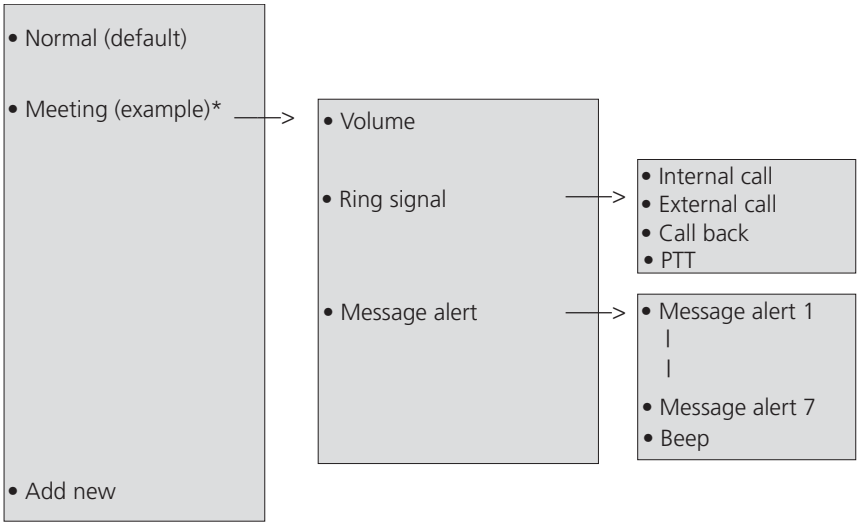
CONTACTS



* System dependent

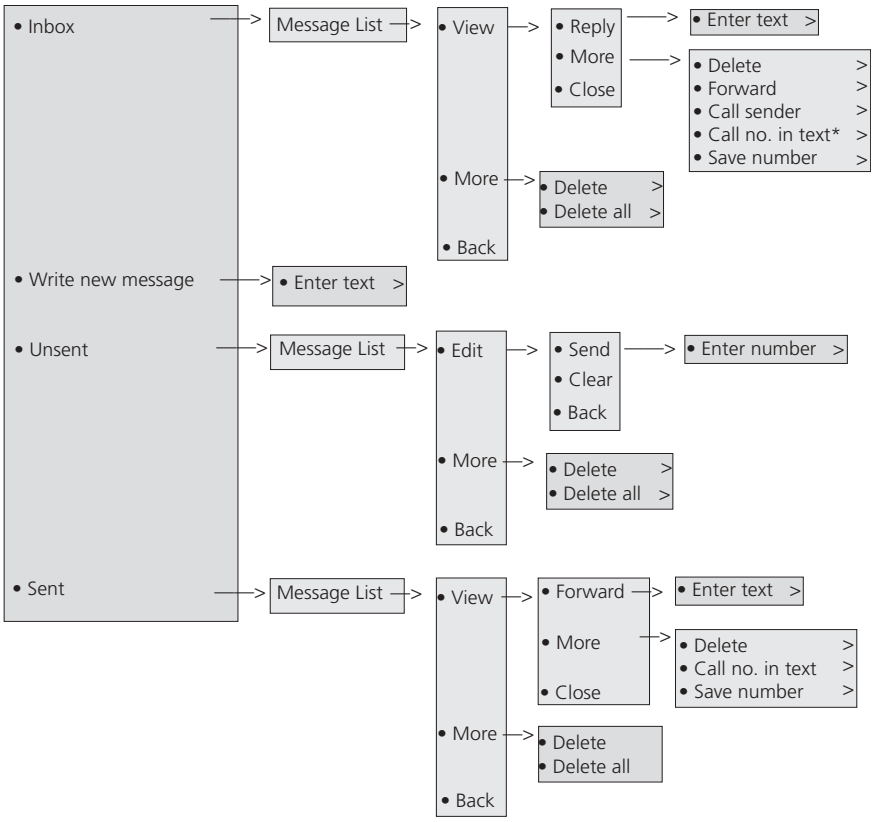
Tip: When adding or editing a number in a contact, a variable or the character U in the Work/Mobile/Other number field can be added that allows the user to enter one or more additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

PROFILE



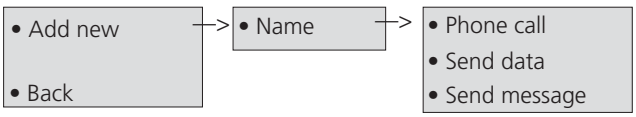
*) This example profile does not have all applicable settings.

MESSAGING



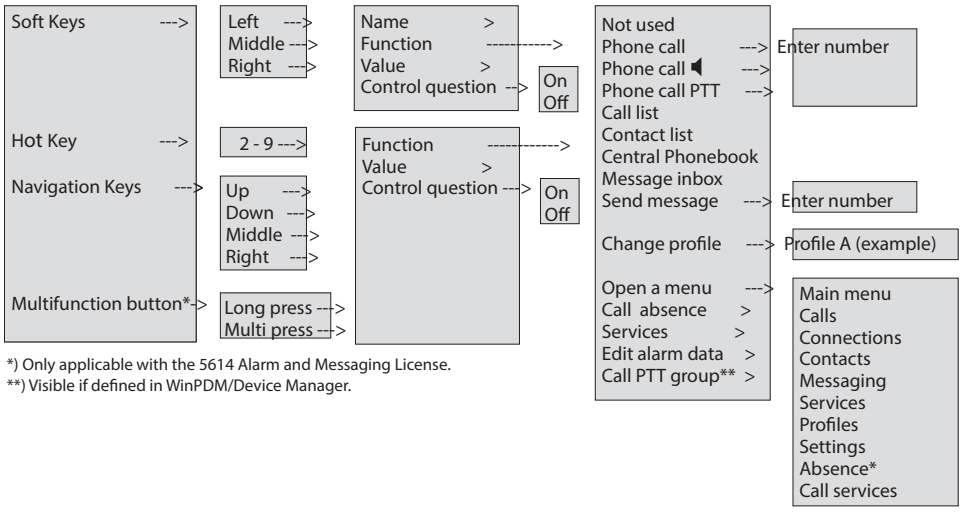
* Visible if the number consists of minimum 3 digits.

SERVICES



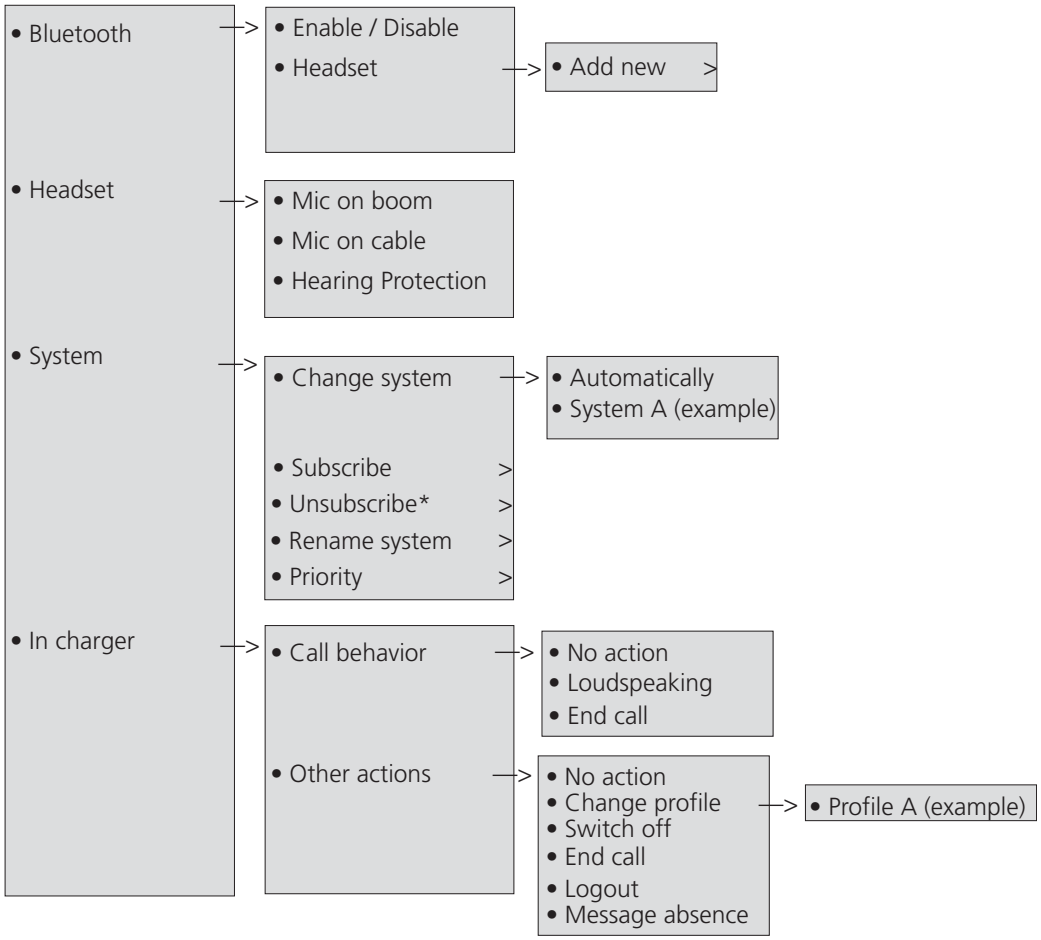
Tip: When configuring the Phone call function, a variable or the character U can be added to the Enter number field to allow the user to enter one or more additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

SHORTCUTS



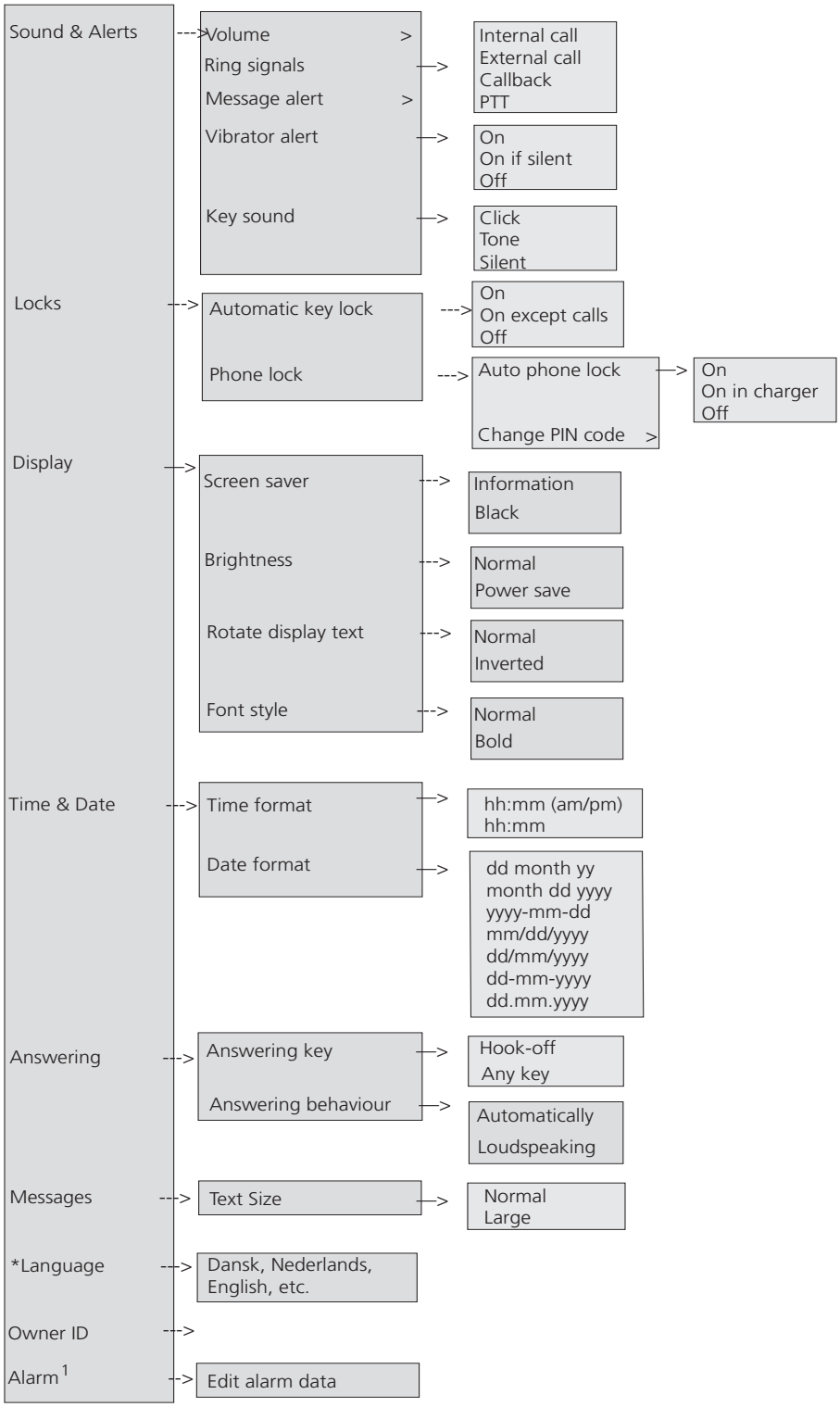
Tip: When configuring the Phone call function, a variable or the character U can be added to the Enter number field to allow the user to enter one or more additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

CONNECTIONS



*) It is not possible to unsubcribe a protected system via the System menu.
Unsubcribtion of the system must be made via the Admin menu or the DECT system.

SETTINGS



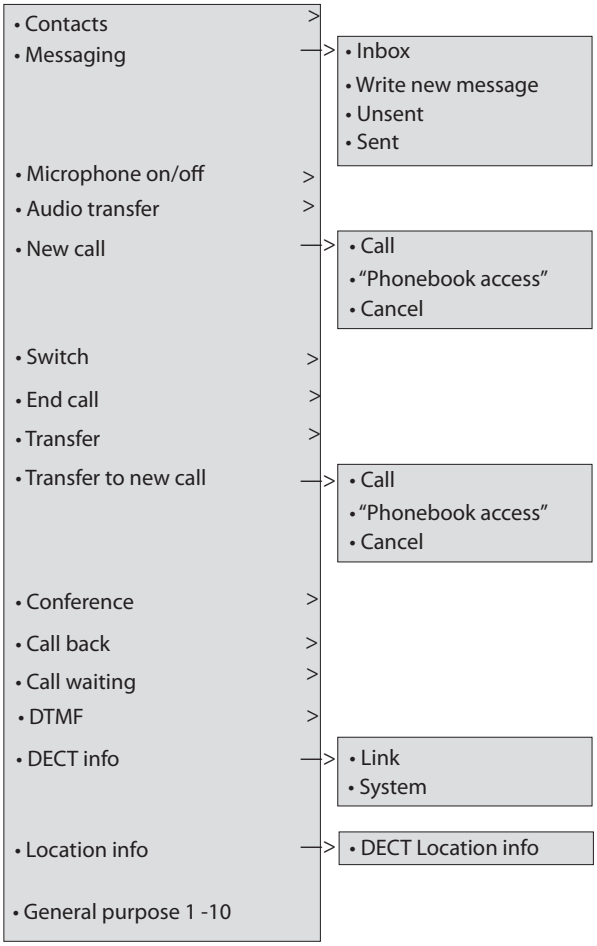
1) The support for this menu is dependent on what model of handset that is used.

IN CALL

The In Call menu displays a list of functions that can be accessed during a call. To refer to the available functions, press the "More" soft key. Some functions are always provided and others may be made available by the administrator via the WinPDM/Device manager. To use a function, navigate the In Call menu to highlight the required function and then press the “Select” soft key.

The In call function can be used in combination with the Procedure call function, see Chapter 10 Procedure Call on page 113.

Note: When calling from a locked handset, there are limitations to what items in the In Call menu are shown. However, the entire menu is accessible when calling from a handset with unlocked keypad.



ADDITIONAL IN CALL FUNCTIONS

Besides the default In Call functions, up to 10 extra system specific codes or general purposes can be defined. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

CUSTOMIZING THE MENU TREE

The menu tree can be customized by hiding some of the functions that are available but for example not in use. Which functions that should be hidden are defined in the WinPDM. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Chapter 5

CALLING

INCOMING CALL

A ring signal or vibrating handset or both, indicates an incoming call. The ring signal and vibrator can be disabled. The calling party handset number or name is displayed. The name is displayed if the calling party handset number is stored in the local phonebook.

To answer the call, press .

Tip: When a headset is connected to the handset, the headset button can be used to answer the call. In addition, the headset button can be configured with a specific function, such as post-dial, dial last called number, or dial a predefined number.

Other answering methods can also be set in the Settings menu, see Settings on page 26. The answering methods are; Automatically and Loudspeaking.

When “Automatically” is enabled, all incoming calls are connected automatically.

ANSWER A CALL

When the signal sounds press or the "Accept" soft key to answer the call. The call can be answered in loudspeaking mode by pressing the soft key. The name or number of the calling party is displayed if calling line information is available.

CALL PICKUP

To answer a call to a phone in another room, do the following:

1. Call the ringing extension and press the Off-hook key.
2. When you hear a busy tone, press **8**.

Note: France and New Zealand press **4**; Sweden press **6**.

DECLINE A CALL

When the signal sounds, press or the "Decline" soft key to answer the call.

Note: If the handset is configured to respond to declined calls with a message template, the "Reply with a message template" prompt is displayed. For additional information, see Decline a Call with a Predefined Message on page 64.

END A CALL

Press to end the call. The duration of the call is shown in the display. The total time of the call can also be retrieved from the Calls menu > Call time.

Note: Some systems/PBXs require that the handset sends a DTMF in order to end a call. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

OUTGOING CALL

PRE-DIAL

Enter the number and press to get the line. The number is displayed while dialling. The Soft key "Clear" can be pressed to erase the number if required. The navigation key can be used to step, add or delete digits from the middle of a number.

An international number can be dialled from the handset by entering a + character followed by the country code and local number. To enter the + character, long press the 0 key until the character is shown in the display.

POST-DIAL WITH HEADSET BUTTON

The headset button can be used to obtain a dial tone and dial a number. However, the headset must have been configured via the WinPDM/Device Manager to allow this.

DIAL USING A PRE-PROGRAMMED NUMBER

Note: The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

A Navigation key, Hot key, Soft key or Multifunction button can be programmed with a handset number, as described in section Shortcuts on page 24. A headset button can also be programmed with a handset number as long as it has been configured by the administrator via the WinPDM/Device Manager.

To dial a pre-programmed number, press the pre-programmed key or button. The call is connected automatically.

DIAL A NUMBER FROM THE CALL LIST

1. Press .
2. Select a number press or soft key "Call" to dial. You can edit the number before the call is started. Press "More" and select "Edit number".

OPEN THE CALL LIST

1. Press "Menu',
2. Select "Calls" .
3. Select "Call list".
4. Select a number.
5. Press or the soft key "Call" to dial. The number can be edited before the call is dialled. Press "More" and select "Edit number". All the last received, dialled or missed calls are stored in a call list. See Calls on page 20.

DIAL LAST CALLED NUMBER WITH HEADSET BUTTON

If a headset is used, the headset button can be used to dial the last called number. However, the headset must have been configured via the WinPDM/Device Manager to allow this.

DIAL THE SENDER OF A MESSAGE

You can call the sender of a message stored in the message list, from the Messaging menu.

1. Open the menu by pressing the confirmation button, or the soft key "Menu".
2. Select "Messaging".
3. Select "Inbox".
4. Select message from the list.
5. Select "View".
6. Select "More".
7. Select "Call sender".

DIAL A NUMBER FROM CONTACTS

1. Open the menu by pressing the confirmation button, or the soft key "Menu".
2. Select "Contacts".
3. Select "Call contact".
4. Select contact from list, or search name or number by entering characters in the "Search" field.
5. Press the Soft key "Call" or the Off-hook key to make the call.

DIAL A NAME FROM THE CENTRAL PHONEBOOK

1. Open the menu by pressing the confirmation button, or the soft key "Menu".
2. Select “Contacts”.
3. Select "Central phonebook".
4. Select "Search by name".
5. Enter the first name, last name, or both. Note that the whole name does not have to be entered.

   Tip: When searching for a contact, adding and editing a contact, the input language can be changed temporarily by long pressing ⚹⇧⟟ . This can be used to access characters in a foreign language temporary.

6. Press “Search”.
7. Press the soft key "Call" or Off-hook key to make the call.

DIAL A NUMBER FROM THE COMPANY PHONEBOOK

1. Open the menu by pressing the confirmation button, or the soft key "Menu".

2. Select "Contacts".
3. Select "Call contact".
4. The local and company phonebook appears in the same list but the company names are indicated by a “Locked entry” icon in front of the name. Select contact from list, or search name or number by entering characters in the "Search" field.
5. Press the soft key "Call" or the Off-hook key to make the call.

DURING A CALL

Note: Some of these functions are system dependent. The parameters are set up in the WinPDM/Device Manager, refer to the Configuration Manual for the handset; see Related Documents on page 142.

When calling from a locked handset, there are limitations to what items in the In Call menu are visible. However, the entire menu is accessible when calling from a handset with locked keypad.

ADJUST THE VOLUME DURING A CALL

Press the "Volume up" button to increase the volume, and the "Volume down" button to decrease the volume. The handset stores and keeps the new volume level. The navigation key can also be used to adjust the volume (press up or down on the navigation key).

OPEN CONTACTS DURING THE CALL

1. Press the soft key "More" during the call.
2. Select "Contacts".
3. Press "Select".
4. Select "Call contact" for searching a local or company phonebook contact, or select "Central phonebook" for searching a central phonebook contact.
5. Press "Select".
6. Select or search contact.

Note: The selected contact can be called by pressing "Call". When calling the contact, the first call is put on hold. See also 5.4.7 Start a New Call during Conversation on page 29

OPEN MESSAGING MENU DURING A CALL

The Messaging menu can be accessed during an ongoing call by pressing the soft key "More".

1. Press the soft key "More" during the call.
2. Select "Messaging".

See Chapter 8 Messaging on page 55 for more information about messaging.

TURN THE MICROPHONE ON OR OFF DURING A CALL

1. Press the soft key "More" during the call.
2. Select "Microphone off".
3. Press "Select".
   The icon indicates a silenced microphone. This means that the other part in an ongoing call cannot hear you. To turn the microphone back on, do as follows:
4. Press the soft key "More" during the call.
5. Select "Microphone on".
6. Press "Select".

The microphone can be turned off and on by a long press on # or .

When long pressing # or pressing , a short beep is also heard indicating that the microphone is turned on or off. When pressing in a PTT call, no beep is heard.

LOCK AND UNLOCK THE KEYPAD DURING A CALL

To prevent accidentally pressing keys, the keys can be locked during a call. This can be useful when a headset is used and the handset is attached to a pocket or belt.

Lock keypad

1. Long press * .
2. Press "Lock".

Unlock keypad

1. Press *
2. Press "Yes".

Note: When the keypad is locked, the volume buttons and the mute button can be pressed during the call. Depending on model of handset, the Alarm button can also be pressed. For information about what functions that are supported by existing handset models, see Functions and Accessories on page 3.

AUDIO TRANSFER

To transfer audio between the Bluetooth headset and the handset's earpiece.

Note: This option is only visible if a Bluetooth connection is active.

1. Press the soft key "More" during the call.
2. Select "Audio transfer".
3. Press "Select".

START A NEW CALL DURING CONVERSATION

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

1. Press the soft key "More" during the call.
2. Select "New Call".
3. Press "Select".
4. Enter number, or press to access the phonebook.
5. Press .

SWITCH BETWEEN CALLS

Prerequisite, a new call has been started during conversation, see Start a New Call during Conversation on page 41.

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

1. Press the soft key "More".
2. Select "Switch".
3. Press "Select" to switch between the calls.

END A CALL

Prerequisite, a new call has been started during conversation, see Start a New Call during Conversation on page 41.

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

1. Press the soft key "More" during the call.
2. Select "End Call".
3. Press "Select". This ends the current call and the previous call is resumed.

TRANSFER A CALL

Prerequisite, a new call has been started during conversation, see Start a New Call during Conversation on page 41.

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

When a caller has two ongoing calls, he or she can transfer the first call with the second call.

1. Press the soft key "More".
2. Select "Transfer".
3. Press "Select". This connects the first call with the second call. Your call is automatically disconnected.

TRANSFER TO NEW CALL

An ongoing call can be transferred to a new number. When the new call is established, the caller that initiated the transfer is disconnected.

Note: This option is only visible when the parameters "New call" and "Transfer" are defined in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

1. Press the soft key "More" during the call.
2. Select "Transf. to new".
3. Press "Select".
4. Enter the number of the person where the ongoing call is to be transferred or press to access the phonebook.
5. Press to transfer the call. Your call is disconnected automatically.

CONFERENCE CALL

Prerequisite, a new call has been started during conversation, see Start a New Call during Conversation on page 41.

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

By initiate a conference call, an conversation can be made between several participants simultaneously.

1. Press the soft key "More".
2. Select "Conference".
3. Press "Select".

The person initiating the conference call is the conference leader, and the other are participant members of the conference call.

CALL BACK

When a call is made to a busy handset, an automatically call back can be made when the busy handset is free.

Note: This option is only visible if configured in the handset.

When a busy tone sounds, do as follows:

1. Press the soft key "More" during the call.
2. Select "Call back".
3. Press "Select".
4. Press and wait until the handset alerts.
5. When the handset alerts, press . The call is started automatically.

SEND CALL WAITING

This function is used when a calling party receives a busy signal from a party engaged in a call and wishes to notify the party that another call is waiting. To notify the engaged party:

1. Press the soft key "More".
2. Select "Call waiting".
3. Press "Select". The engaged party receives a "Call waiting" signal.

When the line is free it automatically calls the number again. This is system dependent.

Note: The "Call waiting" function is only visible if an administrator has activated it in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

ANSWERING CALL WAITING

Depending on system setup and configuration, this feature might be handled in one of two different ways:

Method 1

During an ongoing conversation and a short tone for another incoming call appears, do as follows:

1. Press the soft key "More" during the call.
2. Select "Answer Call waiting".
3. Press "Select". The new call is now connected, and the first call is on hold.
   When the line is free, the call on hold is automatically dialled again. This is a system dependent feature.

Method 2

If a second caller calls during a phone call, the handset beeps and display the text "Internal call" for internal callers and "External call" for external callers. The handset also displays the name or phone number of the second caller. To answer the second caller:

1. Press the soft key "Accept".
   The text "Switch" briefly appears on screen, and the handset transfers to the second call. The first call is put on hold.
2. When finished speaking with the first caller, select the "More" soft key.
3. Select "End Call".
   The second call is closed and the first call is retrieved.

Note: A second call can be rejected by pressing the "Decline" soft key. The second caller hears an engaged tone. The call is logged as a missed call in the handset.

DTMF

Note: This option is only visible if configured in the handset. For more information, refer to the Configuration Manual for the handset; see Related Documents on page 142.

Some systems and PBXs require that the handset sends Dual Tone Multi Frequency (DTMF) when pressing the keys. DTMF can be enabled as follows:

1. Press the soft key "More" during the call.
2. Select "DTMF".
3. Press "Select". This enables DTMF signals to be used.

Tip: The handset can also be configured to send DTMF when pressing and pressing releasing . refer to the Configuration Manual for the handset; see Related Documents on page 142.

DECT INFO

DECT info is an advanced function intended for an administrator using the handset to measure RF link and system parameters as part of a troubleshooting or site surveying procedure. This option is only visible if the Admin menu is activated as described in section Admin Menu on page 120. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

SEND DATA

User entered data can be sent from the handset by pressing a pre-programmed hot key or soft key, or selecting a Service. Sent data can be used to initiate actions such as opening a door or starting and stopping a machine. The data can either be predefined, entered after the hot key or soft key is pressed, or send when the relevant service is selected.

LOUDSPEAKING FUNCTION

There are five options to activate the loudspeaking function:

- Press a Multifunction button, Navigation key, Hot key or Soft key defined as shortcut to a "Phone call " function. When pressing the key/button, a predefined number is called, see Shortcuts on page 97.
  NOTE: The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.
- When receiving a call, press the soft key . The Soft key might have another/no function depending on its configuration of the In call function in WinPDM/Device Manager.
- During a call, press the soft key . The Soft key might have another/no function depending on its configuration of the In call function in WinPDM/Device Manager.
- During a call, put the handset in a charger. Requires that Loudspeaking is chosen in the In Charger menu.
- This function can also be activated by selecting another answering method, that is, "Automatically" and/or "Loudspeaking". See Answering on page 110.

CALL DIVERSION

All calls; internal calls, external calls, calls when busy, or calls at no answer can be diverted to another handset number. The diversion is made via the Calls menu > Call services > Divert calls. See Divert Calls on page 96.

In addition, an absence reason (for example “Lunch”, “Meeting”, “Trip” etc.) can also be set. The absence reason is set via the Calls menu > Call services > Absence. See Call Services on page 95.

Note:

- PBX settings for the call diversion must be set in order to show the Divert calls menu in the handset. Refer to the *Configuration Manual for the* handset; see Related Documents on page 142.
- If both diversion and absence reason are set, the absence reason is used.

Either can a Multifunction button, Soft key or Hot key be preprogrammed with a shortcut to the diversion function or the absence reason/menu. See Shortcuts on page 97.

Note: The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

EMERGENCY CALLS

If configured in the WinPDM/Device Manager, any one of up to five predefined emergency numbers can be called, even if the handset or keypad has been locked. For additional information, see sections Phone Lock Settings on page 108 and Phone Lock Settings on page 108.

Chapter 6

MX-ONE RELATED FEATURES

PARALLEL RINGING

Parallel ringing makes it possible for an incoming call to ring several phones simultaneously and for the call to be answered from any of the phones. The main advantage of this function is minimizing the risk of losing calls. The function requires all the phones involved to be defined in a parallel ringing list, which must be configured and initiated by the system administrator. Because only calls to a main extension will be distributed among the phones in the list, this main extension also needs to be defined. A call to a specific extension will not be distributed to other phones in the list. The user can disable parallel ringing temporarily using the function Internal Follow-me. For more information about Internal Follow-me, see Internal Follow-me on page 60.

DISABLING PARALLEL RINGING TEMPORARILY

To disable parallel ringing temporarily, do the following:

1. Press ***21* Note**: U.K., press ***2***.
2. Dial the *extension number,* press # and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

If you want to disable parallel ringing for all phones defined in the list, follow the procedure for disabling the function from the phone with the main extension number and enter the number of the answering position. If you want to disable parallel ringing for one specific phone in the list only, follow the procedure for disabling the function from this phone and enter its extension number.

RESTORING PARALLEL RINGING

To restore parallel ringing, do the following:

1. Press **#21#. Note**: U.K., press **#2#**.
2. Press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

If you want to restore parallel ringing for all phones defined in the list, follow the procedure for restoring the function from the phone with the main extension number and enter the number of the answering position. If you want to restore parallel ringing for one specific phone in the list only, follow the procedure for restoring the function from this phone and enter its extension number.

OUTGOING CALLS

NUMBER PRESENTATION RESTRICTION

If you do not wish to display your name and number to the person you are calling, you can activate the number presentation restriction feature.

The feature can be blocked for use on your extension by the system administrator.

To hide your name and number from the person you are calling, do the following:

1. Press ***42#** and **press Off-hook key.** Wait for dial tone.
2. Dial the number. Instead of showing your name and number, the display on the called phone shows the text `Anonymous`.

The number presentation restriction settings are valid only for the ongoing call. Next time you want to use the feature, you will have to activate it again.

LAST EXTERNAL NUMBER RE-DIAL

When you make an external call, the system automatically stores the number dialed, regardless of whether the call was successful or not. To re-dial the last external number dialed: Press *** and then press the Off-hook key.

Finland and Sweden, press ****0**.

WHEN YOU RECEIVE A BUSY TONE

Ordering Callback for an Extension

To initiate callback when a called extension is busy, or when there is no answer, do the following:

1. Press **More.**
2. Select **Callback**, and press **Select**.

If **Callback** is not programmed and does not appear when you press **More**, you can press **6** to initiate callback. France, New Zealand and Sweden, press **5.**

3. Press Off-hook key and wait until the phone alerts. You are called back (recall ring signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within eight seconds; otherwise the callback service is canceled. While waiting for callback, you can make and receive calls as usual.
4. Press On-hook key to answer when you are called back. The system calls the extension.

Callbacks can be activated on several extensions at the same time**.**

Ordering Callback for an External Number

If all external lines are busy when you have dialed the external number and pressed Off-hook key, do the following:

1. Press **6#.**

France, New Zealand and Sweden, press **5#.**

2. Press On-hook key to finish the procedure. When an external line becomes free you will be called back (recall ring signal). You have to answer within eight seconds, otherwise the callback service is canceled. While waiting for callback, you can make and receive calls as usual.
3. Press Off-hook key. The system calls the external number.

Only one callback can be activated on a busy external line.

CANCELING A SINGLE CALLBACK

To cancel a callback, do the following:

1. Press **#37*.**

U.S. and Canada, press **#6***.

2. Dial the *extension number* and press **#**.

To cancel a single callback on a specific external line, dial the digit or digits to get a line instead of the extension number.

3. Press Off-hook key. Wait for the call timer to start in the display.
4. Press On-hook key to finish the procedure.

CANCELING ALL CALLBACKS

To cancel all callbacks, do the following:

1. Press **#37*.**

U.S. and Canada, press **#6#**.

2. Press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

ORDERING CALL WAITING

If you urgently wish to contact a busy extension or external line, you can send a notification using a call waiting signal.

This feature might be blocked for use on your extension. This needs to be configured in the WinPDM or CPDM3 by the system administrator.

To order call waiting, do the following:

1. Press **More,** select **Call Waiting** and press **Select**. The other part will hear a call waiting signal.

If **Call Waiting** is not programmed and does not appear when you press **More**, you can press **5** to activate. France and New Zealand, press **6**; Sweden, press **4**.

2. Keep the phone off hook but close the menu.
3. When the called extension or external line becomes free, it will be called automatically.

INTRUSION

You can intrude on an ongoing call on a busy extension. If intrusion is not allowed for the called extension, you will continue to hear a busy tone. Before the intrusion is executed, an intrusion tone is sent to the parties in the ongoing call. As long as the three parties are connected, you will hear an intrusion tone.

Intrusion might be blocked for use on your extension (this is programmed by the system administrator). If Intrusion is not allowed, you will continue to hear a busy tone.

Ordering Intrusion On a Busy Extension

To intrude on a busy extension, do the following:

1. Press **4** when you hear a busy tone.

France, New Zealand and Sweden, press **8**.

BYPASS

If you need to get through to a certain extension that is currently being forwarded by follow-me, you can bypass the extension. If this feature is allowed from your extension, you can bypass an activated Diversion, an activated Follow-me or an activated Absence Information on a specific extension.

To request a bypass ordered by an extension, do the following:

1. Press ***60***.

U.S. and Canada, press ***1***.

2. Dial the *extension number* and press # and press Off-hook key. Wait for an answer.

AUTHORIZATION CODES

Authorization codes are used to grant different user groups different levels of access to the telephony system. There are two types of authorization codes, common and individual, which are presented in the following sections.

COMMON AUTHORIZATION CODE

If you are assigned to use a *common authorization code* (1 to 7 digits) you can change temporarily to any phone used within the exchange to the authority level connected to this code. You can use the code for one call only or you can open the phone for some calls and lock it when leaving the phone.

Opening the Extension For a Single Call

To use the code for a single call, do the following:

1. Press ***72*.**

For Germany, Netherlands and Sweden, press ***75***. For U.S. and Canada, press ***6***.

2. Enter the authorization code, press **#** and press Off-hook key. Wait for a verification tone.
3. Dial the digit(s) to get an external line.
4. Dial the external number.

Opening the Extension For Several Calls

To open an extension for some calls, do the following:

1. Press ***73*.**

For U.S. and Canada, press ***#71***.

2. Enter the *authorization code,* press **#** and Off-hook key. Wait for a verification tone.
3. Press On-hook key to finish the procedure.

Locking the Extension

To lock an extension, do the following:

1. Press ***73*.**

For U.S. and Canada, press ***71***.

2. Enter the *authorization code*, press **#** and press Off-hook key. Wait for a verification tone.
3. Press On-hook key to finish the procedure.

INDIVIDUAL AUTHORIZATION CODE

If you are assigned to use an individual authorization code (1 to 7 digits, assigned to your own extension), you can lock your own extension to a common authority level when, for example, you are out of the office. You can also change temporarily to any other phone used within the exchange to the same authority level as you have on your own phone. The individual code can be changed from your own extension.

Locking the Phone

To lock your phone, do the following:

1. Press ***76*.**
2. Enter the *authorization code*, press **#** and press Off-hook key. Wait for a verification tone.
3. Press On-hook key to finish the procedure.

Making Calls While the Phone Is Locked

To make calls with your authority level when your phone is locked, do the following:

1. Press ***75*.**

For Germany, Netherlands, and Sweden, press ***72***.

2. Enter the *authorization code*, press **#** and press Off-hook key. Wait for a verification tone.
3. Dial the digits to get an external line and the external number.

Opening the Phone

To open your phone, do the following:

1. Press ***76*.**
2. Enter the *authorization code*, press **#** and press Off-hook key.
3. Press On-hook key to finish the procedure.

Assigning the Own the Individual Authorization Code to another Phone

To assign your own authority level to another phone, do the following:

1. Press ***75*.**

For Germany, Netherlands, and Sweden, press ***72***.

2. Enter the *authorization code*, press *.
3. Dial your own extension number, press **#** and press Off-hook key. Wait for a verification tone.
4. Dial the digits to get an external line and the external number.

Changing the Individual Authorization Code

To change your individual authorization code, do the following:

1. Press ***74*.**
2. Enter the *authorization code*, press ***.** Wait for a verification tone.
3. Press On-hook key to finish the procedure.

DURING CALLS

REFER BACK

When you have made an inquiry to another party, and want to switch between the calls, do the following:

1. Press **More,** select **Switch** and press **Select**.

If **Switch** does not appear when you press **More**, press **2** to refer back. For Sweden, press **R (soft key)**.

CALL PARKING (ON HOLD)

An ongoing call can be put on hold temporarily. Calls put on hold can be resumed to your own or on another phone.

To put a call on hold, do the following:

1. Press **R (soft key).** Wait for a dial tone.

Resuming a Call

To resume the call, do the following:

1. Press Off-hook key within 30 seconds. If not resumed within 30 seconds you will be called back. And, an unanswered external call will be rerouted to the operator after another 30 seconds.

Resuming a Call on Another Extension

To resume the call on another extension:

1. Call the extension where the call was put on hold and press Off-hook key.
2. Press **8**.

For France and New Zealand, press **4**; Sweden, press **6**.

CONFERENCE

The MX-ONE conference function allows up to 7 conference participants. Only the conference leader (that is, the person initiating the conference) can admit participants. During the conference, a special tone will be heard every 15 seconds as a reminder of the ongoing conference. Each time a participant enters or leaves the conference, a burst tone is heard. When the conference leader leaves the conference, the conference will continue with the other included parties. When only two participants are left, the conversation is changed back to a normal two party connection.

This feature needs to be configured in the WinPDM or CPDM3 by the system administrator.

When you have an ongoing conversation and want to establish a phone conference, do the following:

1. Press **More**, select **New Call**, and press **Select**. This will put the first call on hold.
2. Dial the number, and press Off-hook key. When the third party has answered, continue with the following to establish a conference:
3. Press **More**, select **Conference** and press **Select**.

If **Conference** does not appear when you press **More**, you can also do the following to establish a conference: Press **R**, dial the number to include, and press **3**.

4. Repeat the procedure to add more conference members.

DIALING DURING A CONNECTED CALL

When calling interactive teleservices, such as voicemail or phone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If the phone exchange is not already programmed to automatically convert entered digits into DTMF signals, this function needs to be activated during the call.

To dial digits during a connected call, do the following:

1. Press **9**.

In Finland, press **1**.

2. Dial the required digits. The entered digits are transferred as DTMF signals.

OR

3. Press More, select DTMF and press Select.

CALL FORWARDING

DIVERSION BY USING PROCEDURE

Direct Diversion

By using Direct diversion, incoming calls are directly forwarded to a predefined destination. This function is only available if system administrator has enabled it.

Follow the steps below to activate Direct diversion from your own extension:

1. Dial ***21#**.
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

Follow the steps below to terminate Direct diversion for another extension:

1. Dial **#21#**.
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

Diversion on No Answer

By using Diversion on no answer, incoming calls are directly forwarded to a predefined destination. This function is only available if system administrator has enabled it.

Follow the steps below to activate Diversion on no answer from your own extension:

1. Dial ***211#.**
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

Follow the steps below to terminate Direct diversion for another extension:

1. Dial **#211#**.
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

Diversion on Busy

By using Diversion on busy, incoming calls are directly forwarded to a predefined destination. This function is only available if system administrator has enabled it.

Follow the steps below to activate Diversion on busy from your own extension:

1. Dial **#211#2**.
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

Follow the steps below to terminate Direct diversion for another extension:

1. Dial **#211#2**.
2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

INTERNAL FOLLOW-ME

Internal Follow-me means that all calls to your extension are diverted to an extension of your choice (within the private network). When **Follow-me** is enabled, the display shows the icon > after your number, and the number of the answering position. A special dial tone will be heard. The phone can still be used for outgoing calls.

Ordering Internal Follow-me

To order internal follow-me, do the following:

1. Dial ***21***.

U.K., press ***2***.

2. Dial the *answering position number* and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

Canceling Internal Follow-me

To cancel Internal follow-me, do the following:

1. Dial **#21#**.

U.K., press **#2#**.

2. Press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

Remote Programming of Follow-me

Using remote programming of Follow-me, you can manage the Follow-me settings of other extensions besides the extension you are currently located at. You can, for example, activate Follow-me for extension 1234 while being located at extension 5678.

Follow the steps below to activate Follow-me for another extension:

1. Press ***21*** *extension number to divert* ***** *internal number of follow-me position* #.

U.K., press ***2***.

2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

EXTERNAL FOLLOW-ME

External Follow-me means that calls to your extension can be diverted to an external number of your choice. When external Follow-me is enabled, the display shows the icon > after your number. A special dial tone will be heard. The phone can still be used for outgoing calls.

Ordering External Follow-me

To order external follow-me, do the following:

1. Press ***22#**.

U.S. and Canada, press ***23#**.

2. Dial the digit or digits to get a line, and enter the external number.
3. Press **#** and press Off-hook key. Wait for the call timer to start in the display.
4. Press On-hook key to finish the procedure.

Canceling External Follow-me

To cancel external follow-me, do the following:

1. Press **#22#**.

U.S. and Canada, press **#23#**.

2. Press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

Remote Programming of External Follow-Me

Using remote programming of External follow-me, you can manage the External fol-low-me settings of other extensions besides the extension you are currently located at. You can, for example, activate External follow-me for extension 1234 while being located at extension 5678.

Follow the steps below to activate External follow-me for another extension:

1. Press ***22*** extension number to divert **#**.

U.S. and Canada, press ***23#**.

2. Dial route access code and the external number **#.**
3. Press Off-hook key and wait for the call timer to start in the display.
4. Press On-hook key.

Follow the steps below to terminate External follow-me for another extension:

1. Press **#22*** extension number to divert **#**.

U.S. and Canada, press **#23#**.

2. Press Off-hook key and wait for the call timer to start in the display.
3. Press On-hook key.

ABSENCE INFORMATION (OPTIONAL)

ORDERING ABSENCE INFORMATION FOR YOUR EXTENSION

1. Press ***23***.

U.S. and Canada, press ***24***.

2. Enter the *absence code* (0-9) and, if requested, enter time or date of return preceded by ***.
3. Press **#** followed by pressing Off-hook key and then On-hook key.

The absence codes are system dependent. Contact the system administrator regarding the available absence codes.

CANCELING ABSENCE INFORMATION FOR YOUR EXTENSION

1. Press **#23#**.

U.S. and Canada, press #**24#**.

2. Press Off-hook key and then press On-hook key.

ORDERING ABSENCE INFORMATION FOR ANOTHER EXTENSION

It is only possible to order absence information for another extension if you are authorized to do so, and if your own extension is the answering position of the other extension.

To order absence information for another extension, do the following:

1. Press ***230***.
2. Dial the *extension number* and press ***.**
3. Enter the *absence code (0-9)*.
4. Press * and enter the date or time for when the other person will return.
5. Press **#** and then press Off-hook key. Wait for the call timer to start in the display.
6. Press On-hook key to finish the procedure. The display on the other person's extension shows the reason, and if entered, time or date of return.

CANCELING ABSENCE INFORMATION FOR ANOTHER EXTENSION

To cancel absence information for another extension, do the following:

1. Press **#230***.
2. Dial the *extension number* and press # and press Off-hook key**.** Wait for the call timer to start in the display.

If the special dial tone is received, the authorization code for the other extension is required. Enter the code and press **#**.

3. Press On-hook key to finish the procedure.

MANUAL MESSAGE WAITING (MMW)

Ordering an MMW Indication

To order a MMW indication to another extension, do the following:

1. Press ***31***.
2. Dial the *extension number* and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure. The message is sent to the called extension.

Canceling an MMW Indication

To cancel a MMW indication that you have sent to another extension, do the following:

1. Press **#31***.

U.S. and Canada, press **#56***.

2. Dial the *extension number* and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press press On-hook key to finish the procedure.

GROUP FEATURES

GROUP CALL PICKUP

People working in a team can have their phones programmed by their system administrator to form call pickup groups. In a call-pick-up group, any member can answer any individual call to group members.

To enable this function, do the following:

1. Press ***8#**.

Finland and Sweden, press ***0#;*** U.S. and Canada, press ***59#.***

2. Press Off-hook key to answer. One call-pick-up group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group.

COMMON BELL GROUP

Calls are signalled on a common bell. To answer, do the following:

1. Press ***8#**.

Finland and Sweden, press ***0#;** U.S. and Canada, press ***59#.**

2. Press Off-hook key to answer.

GROUP HUNTING

An internal group hunting number is a common directory number for a group of extensions. Calls to the group will be indicated at a free extension in the group. When you leave the group temporarily, you make your phone unavailable for incoming calls.

Answering a Group Call

A group call is answered in the normal way.

Leaving the Group

Group member can logoff from a particular group, which it is part of by executing the following procedure.

1. Press **#29***.
2. Dial your Group number and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

To leave a group temporarily, do the following:

1. Press ***21***.

U.K., press ***2***.

2. Dial your own extension number and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

Re-entering the Group

Group member can logon to a particular group, which it is part of by executing the following procedure:

1. Press ***29***.
2. Dial your Group number and press **#** and press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

To reenter the group, do the following:

1. Press **#21#**.

U.K., press **#2#**.

2. Press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

GROUP DO NOT DISTURB

The group do not disturb feature allows a directory number having GroupDoNotDisturb programming category set) to mark a group of extensions as group do not disturb, i.e. calls to extensions in the group are not indicated. The calls shall be forwarded to an answering position defined for the group. An extension with group do not disturb activated can still make outgoing calls in the normal way.

To order group do not disturb

An extension having GroupDoNotDisturb programming category set can activate group do not disturb by dialing the following procedure

1. Press ***25*group number#** and Off-hook key. Wait for the call timer in the display, a special dial tone is heard.
2. Press On-hook key to finish the procedure.

To cancel group do not disturb

An extension having GroupDoNotDisturb programming category set can cancel group do not disturb by dialing the following procedure:

1. Press **#25*group number#** and Off-hook key. Wait for the call timer in the display.
2. Press On-hook key to finish the procedure.

To bypass group do not disturb

An extension having GroupDoNotDisturb programming category set can bypass group do not disturb by dialing the following procedure:

1. Press ***60*extension number#** and press Off-hook key.
2. Press On-hook key to finish the procedure. The call is indicated on the dialed *extension number*.

OTHER USEFUL FEATURES

ACCOUNT CODE

The account code function is used to charge a call to an account number or to prevent unauthorized calls from your phone. The account code can have 1 to 15 digits.

To enable this function, do the following:

1. Press ***61***.

Finland and Norway, press ***71***.

2. Dial the account code and press **#** and press Off-hook key. Wait for a dial tone.
3. Dial the digit or digits to get an external line and the external number.

Ongoing External Call

When the account code function is used to charge a call, it is also possible to connect an ongoing external call to an account code. During the call, do the following:

1. Press **R (soft key)** to put the ongoing call on hold. Wait for a dial tone.

The soft key **R** is default. If this soft key is reprogrammed to something else, this function will not be available.

2. Press ***61***.

Finland and Norway, press ***71***.

3. Enter the account code and press #.
4. Press **R (soft key)**.
5. Press Off-hook key to resume the call that was put on hold.

GENERAL DEACTIVATION

The general deactivation feature allows you to cancel the following features simultaneously:

- Callback (all callbacks are cancelled).
- Internal and External Follow-me.
- Manual Message Waiting/Message Diversion.

Ordering General Deactivation

To order general deactivation, do the following:

1. Press **#001#**.

U.S. and Canada, press **#0#**.

2. Press Off-hook key. Wait for the call timer to start in the display.
3. Press On-hook key to finish the procedure.

MALICIOUS CALL TRACING

If you are being disturbed by bothersome or malicious external incoming calls, it is possible to request number tracing from the network provider. Tracing can be invoked period of time.

Ordering Call Tracing

To order call tracing during an ongoing conversation, do the following:

1. Press **R (soft key)**. Wait for a dial tone.
2. Press ***39#.** The system acknowledges with different tones whether the tracing request was accepted or rejected.

DIRECT INWARD SYSTEM ACCESS (DISA)

If you are assigned to use the DISA function, you can work from outside the office network and still have all your outgoing business calls charged to your office extension number or an account number. You will only be charged for the call you have to make to the office in order to get access to an external line through the office network.

The external phone must be of push button type provided with the keys **#** and *****, or a mobile phone adapted for dial tone pulses (DTMF). You have to initiate DISA for every individual business call you make. This means that you have to terminate a DISA call before you can make a new DISA call.

The procedure varies depending on which authorization and account codes you use, see below.

Calling With an Common Authorization Code

To make a DISA call using a common *authorization code*, do the following:

1. Call the DISA function at your office. Wait for a dial tone.
2. Press ***72***.
3. Dial the authorization code and press **#**. Wait for a dial tone.
4. Dial the *external number*.

Calling With an Individual Authorization Code

To make a DISA call using an individual *authorization code*, do the following:

1. Call the DISA function at your office. Wait for a dial tone.

2. Press ***75***.
3. Dial the *authorization code* and press ***.
4. Dial your own *extension number* and press **#**. Wait for a dial tone.
5. Dial the *external number*.

DO NOT DISTURB (DND)

This feature is used to avoid that incoming calls are indicated in a telephone. However you can still use the telephone for outgoing calls as usual. The calling party receives a number unobtainable tone and a display message is informing about this feature.

To order do not disturb

To order do not disturb, do the following:

1. Press ***27#*** and Off-hook key. Wait for the call timer in the display, a special dial tone is heard**.**
2. Press On-hook key to finish the procedure.

To cancel do not disturb

To cancel do not disturb, do the following:

1. Press ***27#*** and Off-hook key. Wait for the call timer in the display, a special dial tone is heard**.**
2. Replace the handset.

Chapter 7

MESSAGING

MESSAGE LIST

The thirty last received messages are stored in a list. The message list is located in the Messaging menu “Inbox”. Time and date information is included in the message.

If a message is received when the inbox already contains thirty messages, the message in the inbox with the oldest time and date is automatically replaced by the newly received message.

RECEIVE A MESSAGE

When a text message is received, the message alert signal sounds. The “New message" icon, and the content of the received message are automatically displayed. The icon remains in the display until all new messages are opened. If the message is received during a call a beep notifies the user.

Note: If the phone is locked with a PIN, the user must unlock the phone to access a received message.

Using the handset soft keys and menu selections, a received message can be replied to or forwarded to another party. The sender of the message can be called and a call number can be included in the message text.

While reading a received message, the user can return to the Inbox, review the current inbox content and then return to the message being read.

A received message can be read later by selecting “Close”. A received message is stored in the Inbox.

READ A STORED MESSAGE

1. Enter “Messaging” in the menu, see Messaging on page 23.
2. Select “Inbox”.
3. Select stored message from the list.
4. Press "View" to read the message.

REPLY TO A MESSAGE

To reply when receiving a message, do as follows:

1. Press “Reply”.
2. Enter message.
3. Press "Send".
4. If needed, edit the number to the receiver.
5. Press "Send".

DELETE MESSAGES

1. Enter “Messaging” in the menu, see Messaging on page 23.

2. Select "Inbox".
3. Select message to delete.
4. Press "More".
5. Select "Delete"
6. Press "Yes" for confirmation. The message is deleted. To delete all messages in the list, select "Delete all" and press "Yes" for confirmation.

FORWARD A MESSAGE

1. Enter “Messaging” in the menu, see Messaging on page 23.
2. Select "Inbox"
3. Select message
4. Press "View".
5. Press "More".
6. Select "Forward"
7. If needed, write additional text, see Write and Send a Message.
8. Press "Send".
9. Enter the number to the receiver, or press the middle soft key to open the phonebook.
10. Press "Send" to forward the message.

CALL THE SENDER OF THE MESSAGE

1. Enter “Messaging” in the menu, see Messaging on page 23.
2. Select "Inbox".
3. Select message.
4. Press "More".
5. Select "Call sender".

CALL A NUMBER INCLUDED IN A MESSAGE

If the sender has written a number in the message, the number can be called without dialling. This option is only visible if the number consists of minimum 3 digits.

1. Select "View".
2. Do one of the following:
   - Press "More" and select "Call no. in text".
   - Press .
3. If the message contains several numbers, select the number to be called from the list.
4. Press "Call", or .

SAVE NUMBER

1. Enter “Messaging” in the menu, see Messaging on page 23.
2. Select "Inbox".
3. Select message .
4. Select "View".
5. Press "More".
6. Select "Save number".
7. Select "Work number", "Mobile number", or "Other number".
8. Add name and press "OK".
9. Press "Save". The number is saved in the contact list.

MESSAGE TEMPLATES

Predefined messages contained in message templates can be used in a number of different situations to quickly construct a message rather than having to construct the message completely from scratch.

Up to five predefined messages can be configured for the handset in the WinPDM/Device Manager. This lets the user select and send a message appropriate to the current situation, such as "I am in a meeting" or "I am in the operating theatre".

How to use the WinPDM/Device Manager to create store predefined messages the handset is described in the Message Templates section of the *Configuration Manual for the* handset; see Related Documents on page 142).

Before a message is sent, the user may edit, add, or remove text from the message. For example, the message "I am in a meeting" could be appended with " - please call back after 1500".

The message template function can be used in the following contexts:

- When a call is received that the user wishes to decline, but still acknowledge with a message, without having to type a completely new message. See Decline a Call with a Predefined Message on page 76.
- When a text message is received that the user wishes to answer with a text message without having to type a completely new message. See Answering a Text Message with a Predefined Message on page 77.
- When the user is writing a message using the handset Messaging function without having to type a completely new message. See Write and Send a Message on page 71.

The Templates Menu

To access a template and use it in one of the ways described above, perform the following steps:

1. Open the "Templates" menu as described in the context in which the template is being used.
2. Select the required message from the "Templates" menu.

3. To edit the message, use the handset navigation key to move to different parts of the message, the handset key pad to add additional text, and the "Clear" soft key to delete unwanted text

WRITE AND SEND A MESSAGE

A message can be constructed from scratch, or from a predefined template that can be used as it is or edited. The maximum message length is normally 160 characters but may be less depending on the character set used.

The first character entered is always upper-case, followed by lower-case character. However, this may be overriden by pressing the * -key before entering the character.

When pressing a key, the first available character for that key is displayed, see Alphanumeric Keys on page 16. To enter the other characters supported by the key, press the key until that character appears in the display.

The keys 0-9, * or # can be used. Keys 0 and 1 contains special characters, see Alphanumeric Keys on page 16 to see all characters.

For example, to enter the character E, press key 3 twice. "E" appears in the display and is selected after a timeout or when another key is pressed.

Tip: If the system supports UTF-8 character encoding, the input language can be changed temporarily by long pressing ⁎⇧⚲ . This can be used to temporarily access characters in a foreign language.

To delete a character, press "Clear".

To construct and send a message, perform the following steps:

1. Enter “Messaging” menu, see Messaging on page 23.
2. Select “Write new message”.
3. Write the message from scratch or select a message template by pressing the "More" soft key and, if required, edit the message as described in The Templates Menu on page 70. **Note**: The "More" key is not displayed if no message templates have been defined.
4. When the message is complete, press "Send".
5. Enter the call number.
6. Press "Send" to send the message.

OPEN A SENT MESSAGE

1. Enter “Messaging” menu, see Messaging on page 23.
2. Select “Sent”.
3. Select message.
4. Press "View" to read the message.

SEND TO ANOTHER DESTINATION

1. Enter “Messaging” menu, see Messaging on page 23.
2. Select “Inbox” or "Sent".
3. Select message.
4. Press "More".
5. Select "Forward".
6. Press "Send".
7. Enter the number.
8. Press "Send".

REVIEW INBOX CONTENT WHILE READING A MESSAGE

To review the content of the inbox while reading a received message, perform the following steps:

1. Press the "More" soft key
2. From the pop-up menu, select “Inbox”. The message summaries contained in the inbox are displayed.
3. To return to the message previously being read, press the "Back" soft key.

RECEIVE A MESSAGE WITH REQUEST FOR ANSWER

In the status bar, a message with request for answer is indicated the same way as an ordinary message, see Receive a Message on page 68.

In the message list, the message with request for answer is indicated by the icon.

ACCEPT OR REJECT THE MESSAGE

Press the soft key “Accept” or “Reject”.

When an acknowledged message has been replied to, the icon is shown in the message list. The text “Accepted” or “Rejected”, and time and date is also added in the acknowledged message.

Note: The option “Delete” is not available for a message with request for answer. An unacknowledged message can only be deleted from the message list

MESSAGE QUEUING AND MESSAGE PRIORITY

To notify about new incoming messages, all incoming messages are placed in a message queue. The sorting order for the message queue depends on the system settings. By default the messages are sorted according to message priority, and thereafter according to arrival time.

The messages in the message queue are automatically displayed for 20 seconds until all messages have been displayed. You can extend the time to display a message by pressing any button. You can also close a message to immediately refer to the next message in the message queue.

The messages that are not closed are put last in the message queue and remain in the message queue until they are closed. They are shown as unread in the message list and are not shown as read until they have been closed.

See *Configuration Manual, Mitel 5614 DECT Handset*, *TD 93176EN* for more information how to set the parameters.

MESSAGE PRIORITY AND CALL PRIORITY

Note: This feature requires settings in the WinPDM/Device Manager, refer to the Configuration Manual for the handset; see Related Documents on page 142.

On incoming calls, the call information dialog is always visible in front of a message by default. The default can be overridden so that messages with a certain priority can be displayed without being interrupted by the call. By setting a call priority, the handset compares the call priority with the message priority to determine which information is to be displayed, that is, the call information dialogue or the message. If the message priority and the call priority are equal, the message is displayed.

INTERACTIVE MESSAGING

Note: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

Interactive Messaging (IM) is a function that extends basic messaging. It lets a handset user interact with a server application in the system.

An example can be machinery or equipment that can be accessed from the handset or a personnel calling application. A list of actions can be included in the message sent from the application to the handset.

An IM is indicated and viewed the same way as an ordinary message, see Receive a Message on page 68. It is saved along with other messages in the message list.

Note: The indication of an IM can differ from an ordinary message depending on the settings in the IM. The application that sends the IM can determine the alert signal volume.

When an IM has been read, the IM may display several options. Mark the one required and press “Select”. If the selected option requests input, enter the information needed and press “Ok”. A press on the *-key changes to digit or text input mode depending on whether it is digit or text format in the message. A read message is indicated the same way as an ordinary message.

Note: If a handset receives an IM update when the original message already has been deleted, the handset automatically sends a negative acknowledge (NAK) to the system, if requested.

A very simple interactive message can look like the one in figure 1 on page 75. The options depends on the configuration in the client application.

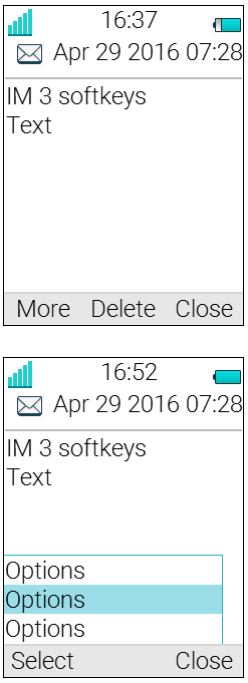


Figure 1. Example of an interactive message

Mobile data from the handset can initiate the application to send the interactive message, see Mobile Data on page 78.

MESSAGE INDICATION REPETITION

The handset can be configured to repeat the audio and visual message received alert described in Receive a Message on page 68. The alert repeats every seven seconds until the user reads the message or turns the alert off. For the appropriate message settings, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Certain system-defined properties can be assigned to a message to give it a high priority, for example, an alarm priority message. Alert repeats start automatically when a high priority message is received. Such messages do not need to be explicitly configured to trigger alert repeats. A high priority alert is repeated every 10 seconds for a maximum of 5 minutes and then the alert stops.

Alerts continue to be repeated until the user presses the hook-on, mute button or soft key for accessing the message.

Note that message indication repeat is a system dependent feature that cannot be activated from the handset.

COLORED MESSAGING

Note: The support for this system dependent feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

Colored messages can be sent to handsets. The sender of a message, that is, an application, determines the color of the message. Colored messaging can be useful for categorizing messages. In figure 2 on page 76, there are two colored messages, a new message and a read message, in the message inbox (left in the figure). The messages are indicated by a gradient color bar behind the envelopes. In addition, a gradient color bar is shown below the envelop when reading a colored message (right in the figure).

Figure 2. Shows an example of a colored message.

To enable colored messaging, refer to the corresponding manual for the application used. In addition, colored labels can be mapped to message beep codes. refer to the Installation and Operation Manual for Device Manager.

DECLINE A CALL WITH A PREDEFINED MESSAGE

A call may be declined with a predefined message by the called party provided that both parties are connected via a DECT system. To decline a call with a predefined message when the handset rings, perform the following steps:

1. In response to the "Reply with a message template" prompt, press the "Yes" soft key to send a message to the caller. A list of predefined messages is displayed in the "Templates" menu.
2. Select, and if required, edit the message as described in The Templates Menu on page 70.
3. Click the soft key "Send". The calling party number is displayed in the handset display.
4. Click the soft key "Send". A "Message sent" confirmation is displayed and the message is sent to the caller.

ANSWERING A TEXT MESSAGE WITH A PREDEFINED MESSAGE

To respond to an incoming text message with a predefined message, perform the following steps:

1. Press the soft key "Reply"
2. Press the "More" soft key. The "Templates" option is displayed.
3. Press the soft key "Select". A list of predefined message templates is displayed.
4. Navigate to the required message template and press the "Select" soft key. If required, edit the message as described in The Templates Menu on page 70.
5. Press the soft key "Send". The message sender's number is displayed in the handset display.
6. Press the soft key "Send". A "Message sent" confirmation is displayed and the message is sent to the caller.

CALLING WHILE READING A TEXT MESSAGE

A user can make a call while reading a text message to review and discuss the message with the called party. The called party may be either:

- The message sender, that is, the same party that sent the text message
- A different party.

The user can activate the loudspeaker function during the call to make it easier to read the received text message while talking to the called party.

CALLING THE MESSAGE SENDER

To call the message sender while reading and reviewing a received text message, perform the following steps:

1. Receive the text message and call the message sender as described in *Call Sender* on page 62.
2. Wait for the called party to reply. The message is replaced by the ongoing call details. The user may now:
   - Continue with the call without referring back to the received message.
   - Redisplay the message and continue the call to further review and discuss the message. See Redisplay the Message and Continue with the Call on page 78.
   - Redisplay the message and terminate the call. See Redisplay the Message and Terminate the Call on page 78.

CALLING A DIFFERENT PARTY

To call another party to read and review a received text message, perform the following steps:

1. Open the message as described in Messaging on page 99 and press the "More" soft key.

2. From the pop-up menu, navigate to the "Call" menu item and press the "Select" soft key. The pre-dial screen is displayed. Enter the number of the party to be called or select a number from the handset call list or local or central phone books.
3. Press the "Call" soft key and wait for the called party to reply. The message is replaced by the ongoing call detail. The user may now:
   - Continue with the call without referring back to the received message.
   - Redisplay the message and continue the call to further review and discuss the message. See Redisplay the Message and Continue with the Call on page 78.
   - Redisplay the message and terminate the call. See Redisplay the Message and Terminate the Call on page 78.

Redisplay the Message and Continue with the Call

1. To redisplay the message while the call is ongoing, select the "More" soft key.
2. From the pop-up menu, select "Messaging".
3. From the Messaging menu, select "Inbox". The received message summary is displayed.
4. Press the "View" soft key to display the message in full. If required, use the four-way navigation key to scroll up and down a long text message to reveal the content while reviewing and discussing the message with the called party.

Redisplay the Message and Terminate the Call

1. Press . The call is terminated and the ongoing call summary details are replaced by the redisplayed text message.

MOBILE DATA

Note: The support for this system dependent feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

SEND MOBILE DATA

User entered data can be sent from the handset by pressing a pre-programmed Hot key or Soft key, or selecting a Service. Mobile data can be used for opening a door, starting/stopping a machine etc. The data can either be predefined, or entered after the Hot key/Soft key is pressed or Service is selected.

The data can be predefined when programming the Soft/Hot key or Service, see Define Soft Keys on page 97, Define Hot Keys on page 97, or Add Services on page 99.

SEND MOBILE DATA WITH A PREFIX

Mobile data with a prefix is sent from the handset by entering data and then pressing a pre-programmed Hot key or Soft key or select a Service. Mobile data with prefix can be used to send information to an application in the system.

The prefix is predefined by the user when programming the Hot/Soft key or Service, Define Soft Keys on page 97 on page 46 or Define Hot Keys on page 97.

VOICEMAIL

Note: This feature is only available if configured in the system.

RECEIVE A VOICEMAIL

When receiving a voicemail, the content of the voicemail notification is displayed automatically on the screen, and is also indicated by the "Voicemail message" icon in the status bar.

If the content of the notification is displayed, press "Call" to dial the voicemail. If "Close" is selected, the voicemail can be dialled by a long press on digit key "1" in standby mode, or from the Inbox menu.

Information is stored in the “Messaging” inbox (see Messaging on page 99) until all voicemail messages have been listened to.

CHECK THE VOICEMAIL INBOX

The voicemail is indicated by a "Voicemail message" icon in the front of the voicemail message, and is also displayed first in the inbox list.

1. Enter “Messaging” menu, see Messaging on page 99
2. Select “Inbox”.
3. Select the voicemail message.
4. Press "View".
5. Press "Call".
   Voicemail is displayed with one entry in the message list regardless of the number of voicemail received.

ONE KEY VOICEMAIL ACCESS

A long press on digit key “1” in standby mode calls voicemail. If the extension number is not available a dialog window "Voicemail number not defined" is displayed.

Note: Some systems require that the mailbox extension number is downloaded to the handset, refer to the Configuration Manual for the handset; see Related Documents on page 142.

Chapter 8

ALARM OPERATION

Note: The support for the following system dependent features are dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3. See also the *Configuration Manual for the* handset; see Related Documents on page 142).

IMPORTANT: If a shared phone is used, it must be logged in to the system to be able to send alarm. See Log a Shared Phone On and Off on page 20.

PUSH-BUTTON ALARM

Press the alarm button twice within two seconds to activate the alarm. An information text is displayed, default “Personal Alarm” is displayed. The alarm is sent to the alarm central that distributes it further. After that the handset returns to stand-by mode. Note that you can always trigger the alarm when you are speaking, editing your settings, or while the handset is locked.

ACOUSTIC LOCATION SIGNAL

An alarm can be followed by an Acoustic Location Signal (ALS). The ALS is a signal from the handset that sounds for a predefined period of time. The signal is silenced by pressing the Mute button on the handset.

TEST ALARM

Press and hold the alarm button until the information text is displayed, default “Test Alarm” is displayed.

ALARM WITH LOCATION INFORMATION

Information about the handset’s location can be sent along with an alarm. The location can be added as follows:

- Manually added by the user (see Alarm with Data) or,
- An approximately location given by the closest Base Station. refer to the *Configuration Manual for the* handset; see Related Documents on page 142
- A precise location given by DECT location devices. refer to the Configuration Manual for the handset.

ALARM WITH DATA

The data must manually be defined and stored by the user. To use the function, one Soft/Hot key/Navigation key in the handset must be defined as a shortcut to the menu “Edit alarm data, see Shortcuts on page 97. The stored data is added to all types of alarm at transmission.

AUTOMATIC CALL AFTER ALARM

A handset can be setup to call a predefined number after an alarm has been sent. The number can also be dialled without sending an alarm by pressing a push-button that is not configured

with alarm functionality. Depending on the settings, the call can be established in the following modes;

- Loudspeaking mode, or
- Monitor mode, or
- Normal mode

For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Chapter 9

MENU OPERATION

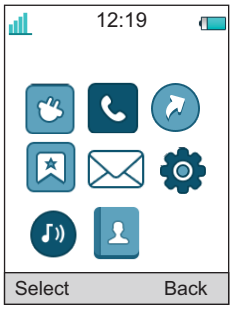


Figure 1: The main menu.

CONNECTIONS

1. Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.
2. Select in the menu, and press the confirmation button or the Soft key "Select".

BLUETOOTH

See also Appendix A.

Enable Bluetooth Connection

1. Select "Bluetooth".
2. Select "Enable". A Bluetooth connection icon is displayed in the header bar.

Disable Bluetooth Connection

1. Select "Bluetooth".
2. Select "Disable".

Pair/Connect Bluetooth Headset

In order to use a Bluetooth headset, it must first be paired with the handset. It is only needed to pair the Bluetooth headset once. A paired Bluetooth headset is automatically connected, which is indicated by a colored square in front of the headset.

1. Set the Bluetooth headset in pairing mode, refer to the user manual for the Bluetooth headset.
2. Enable Bluetooth, see Enable Bluetooth Connection.
3. Select "Bluetooth".
4. Select "Headset".
5. Select "Add new". An information text "Put headset in Pairing mode" is displayed.
6. Press "OK". It now searches for a Bluetooth headset for connection.

7. When headset is found, press "Pair".
8. If needed, enter PIN code, see user manual for the Bluetooth headset. Press "OK". The dialog Successful pairing appears if the pairing process was successful. The Bluetooth headset is also connected indicated by a colored square in front of the headset.

   Tip: The headset button can be configured with a specific function, such as post-dial, dial last called number, or dial a predefined number. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

HEADSET

In order to achieve optimal audio quality with the different headset types, it is recommended to select the corresponding headset profile.

The default setting is microphone on a boom, that is, the audio is optimized for using a headset with microphone on a boom. The headset profile can be changed in the menu by do as follows:

1. Select "Headset".
2. Select the corresponding headset profile from list, that is, "Mic on boom", "Mic on cable", "Hearing protection", or "Customized headset profile" (only visible if the headset profile has been configured in the WinPDM/Device Manager).
3. Press "Select".

SYSTEM

The handset can subscribe up to eight different systems.

Change System

Select “Automatic” or a specific system. If the handset is set to “Automatic” it selects a system according to the priority list, see Priority on page 89.

Subscribe Handset in IP-DECT System using Easy Registration

A handset can subscribe to an IP-DECT system automatically if the following are fulfilled:

- The IP-DECT system is configured for Easy Registration, refer to the corresponding Installation and Operation manual for the IP-DECT system.
- The handset’s IPEI is registered in the IP-DECT system, refer to the corresponding Installation and Operation manual for the IP-DECT system.
- The handset is not subscribed to any systems.

1. If needed, switch off the handset by pressing .
2. Switch on the handset by pressing .
3. Select language to be used or press "Cancel". If Cancel is pressed, the default language English is used.
4. The handset starts to search for IP-DECT systems. When a system is found the handset subscribes to it.

NOTE: If no system is found within 2 minutes or "Cancel" is pressed, the handset returns to the System menu. If this is the case, continue with continue with Subscribe Handset in DECT System Manually.

Subscribe Handset in DECT System Manually

To subscribe an DECT system manually, the “Park:” (Portable Access Right Key) and “Ac:” (Authentication code) related to the system are needed. Contact the system administrator for more information. If the handset has been subscribed in one system, additional systems have to be subscribed manually.

NOTE: The PARK code may not be needed if there is no alien DECT system within the coverage area.

The IPDI code is a unique code which has been assigned to the handset, see also Admin Menu on page 120.

1. Select "System".
2. Select "Subscribe".
3. Press "Next".
4. Enter System name (optional). If no system name is entered, the default name is used. That is System A, System B etc. depending on which system name that is free.
5. Press "Next".
6. Enter PARK code (max. 31 digits). The PARK code may not be needed if there is no alien DECT system within the coverage area.
7. Enter AC code. The AC code length must be between 4 - 8 digits.
8. Press "Next".
9. An information text "Protection on" is displayed. Select "Yes" if the new system is to be protected.
   Note: A protected system cannot be unsubscribed via the System menu. The unsubscribtion must be made via the Admin menu or the DECT system.
10. Press "OK". A searching mode starts.

Unsubscribe System

1. Enter the menu by pressing the “Menu” soft key.
2. Select in the menu.
3. Select "System".
4. Select "Unsubscribe".
5. Select the system to unsubscribe.
6. Press "Yes to unsubscribe the system.

Rename System

The name of the system can be changed in the in the handset by performing these steps:

1. Select "Rename system".
2. Select system to rename and press the "Edit" soft key.
3. In the "Name" field, enter new name.
4. Select "Save".

Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. The priority of a system can be modified by moving it up or down in the list.

> **NOTE:** This is used in combination with system set to be "Automatic", see Change System on page 87.

1. Select "Priority".
2. Change the priority if needed by selecting "Up" or "Down". The priority is saved when "Back" is selected.

IN CHARGER ACTION WHEN IN CALL

The behaviour of the handset placed in charger during a call can be set in one of the following ways:

1. Select "In charger".
2. Select "Call behavior".
3. Select one of the following:
   - No action - no action is performed when handset is placed in charger during a call.
   - Loudspeaking - The loudspeaker is activated when handset is placed in charger during a call.
   - End call - The call is disconnected when handset is placed in charger.

IN CHARGER ACTION WHEN NOT IN CALL

The behaviour of the handset placed in charger when not in call can be set in one of the following ways:

1. Select “In charger”.
2. Select "Other actions".
3. Select one of the following:
   - No action - no action is performed when handset is not in call and placed in charger.
   - Change profile - when the handset is placed in the charger it changes profile. When the handset is removed from the charger, the profile is changed back.

Press "Edit" and select the wanted profile. By default only the profile Normal is selectable, but additional profiles are visible if they are configured. See Profiles on page 101.

- Switch off - When the handset is placed in the charger it switches off. When it is removed from the charger it switches on again. NOTE: If handset restrictions are enabled, the handset might not be switched off when placed in charger.
- Sound off - When the handset is placed in the charger it is muted. When it is removed from the charger it switches the sound on again. When the handset is switched off in the charger, the Owner ID of the handset is still displayed. This simplifies the identification of the handset when, for example, it is being charged with other handsets. NOTE: If handset restrictions are enabled, the handset might not be silenced when placed in charger.
- Logout - When the handset is placed in a charger it is logged off. Call list and message list are deleted when the handset is logged out. When it is removed from the charger, the user needs to log on again. NOTE: This feature is applicable in IP-DECT systems only. See also Log a Shared Phone On and Off on page 20.
- Message absence - When an application or system sends a message to a handset, it receives an indication that the handset is absent. If a handset is absent, the application or system determines if the message is to be sent to the handset or not, or redirected to another handset.
  Note: If a message is sent from a handset, it does not receive an indication that the recipient is absent. This function must be programmed in the PBX to be able to redirect calls and messages.

NOTE: Additional "In charger" actions to those listed above can also be configured. For additional information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

CALLS

1. Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.
2. Select in the menu, and press the confirmation button or the Soft key "Select".

CALL LIST

The 25 last received, dialled or missed calls are stored in a call list. If a number occurs more than once the last time stamp, together with the total number of occurrences, is shown.

Notes:

- If supported by the system, the number’s contact name can be displayed in the call list.
- The handset can also be prevented from storing calls in the call list. This can, for example, be used to ensure privacy for users sharing the same handset. This feature requires configuration in the handset via WinPDM/Device Manager.

3. Select Call list. To scroll in the list, press up and down on the navigation key.

Dial number from Call list

1. Select number to call.
2. Press the soft key "Call" to dial.

View the Time of a Call

1. Press the Soft key "More".
2. Select "Time of call". The time and date is displayed.

Edit Number from Call list

1. Press the Soft key "More".
2. Select "Edit number".

Save Number

1 Press the Soft key "More".

2 Select "Save number".

Send Message

1 Press the Soft key "More".

2 Select "Send message".

Delete Entry from the Call list

1 Press the Soft key "More".

2 Select entry to delete.

3 Select "Delete".

4 Select "Yes" to delete the entry from the list.

Delete all Entries from the Call list

1 Press the Soft key "More".

2 Select "Delete all".

3 Select "Yes" to delete all the entries from the list.

MISSED CALLS

Note: The dialog window that appears for a missed call can be turned off. The handset can also be prevented from storing calls in the call list. The latter feature can for example be used to ensure privacy for users sharing the same handset. These features require configuration in the handset via WinPDM/Device Manager

When a missed call dialog window is shown, the user can view the missed calls by pressing "Yes". If the user presses "No", the missed calls can be viewed as follows:

1 Enter the menu by pressing the “Menu” soft key, or the confirmation button on the Navigation key.

2 Select in the menu, and press the confirmation button or the Soft key "Select".

3 Select "Missed calls". To scroll in the list, press up and down on the navigation key.

4 Press the Soft key "Call" to call back.

As in Call List there is a Soft key "More" which can be used to view the time/date of the call, edit the received number, add to contacts, delete received numbers. See Call List on page 90 for information about the functionality in Soft key "More".

NOTE: If supported by the system, the number's contact name can be displayed in the call list.

CALL TIME

The total time of the previous call and last call is displayed.

1 Select "Call time".

PUSH TO TALK

NOTE: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

The push-to-talk (PTT) function can be described as a group or conference call to a predefined group of members. If one of the group members wants to get in contact with the others, he or she presses and holds the PTT button to open the microphone.

NOTE: The Multifunction button may also be configured to serve as the PTT button. This makes it easier for users who may have to wear gloves because of dress or other requirements. Because the multifunction button is larger than the PTT button and found on top of the handset, it is easier to locate and use compared to the smaller PTT button at the side of the handset.
The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

NOTE: Some legacy systems/PBXs require that the handset sends a predefined DTMF tone when pressing/releasing . For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

To participate in the conference, the group members must first accept an invitation received as an incoming call or as a text message. See Accept an Invitation on page 92.

If a member declines an invitation, he or she can re-join the group or conference later on. See Re-join a Group on page 95.

A user can also invite a group of members to participate in a conference call by calling a PTT group, see Call a PTT Group on page 95.

ACCEPT AN INVITATION

Accept Invitation Received as Incoming Call (PTT Basic)

A PTT invitation received as an incoming call is indicated by the icon. In the dialogue window, a message containing maximum 24 characters can also be shown. See figure 2.

Figure 2. Incoming Invitation Received as a Call

1 Press “Accept”, or .
Default the handset starts in inverted mute and loudspeaking mode, but it can be configured differently in a PTT group.

2 Press and hold to open the microphone for transmitting. The microphone is muted again when is released.

3 The Multifunction button may have also been configured to act as the button.
NOTE: The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

Invitation Received as Incoming Call during an Ongoing Call

If a user receives an invitation during an ongoing call, it is displayed as an ordinary invitation, see figure 2 on page 93. The user can either accept or decline the invitation by pressing "Accept" or "Decline", respectively.

Note: The invitation cannot be accepted or declined by pressing or , respectively.

If the user presses “Accept”, the ongoing call is disconnected and the PTT call is connected.

Alternatively, the ongoing call can also be disconnected and the PTT call connected if the following is fulfiled:

- The handset is configured to answer invitations automatically
- The user does not respond to the invitation within 10 seconds
- The invitation has higher priority than the ongoing call

If the user declines the invitation, the he/she can re-join the PTT later on, see Re-join a Group on page 95.

Accept Invitation Received as Message (PTT Advanced)

A PTT invitation received as a message is viewed the same way as an ordinary message. The message can contain up to 1000 characters. See figure 3 on page 94.

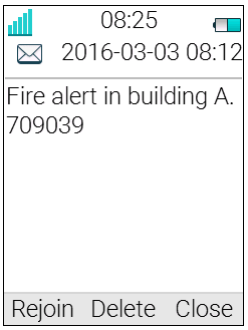


Figure 3. Incoming Invitation Received as a Message

1 Press "Accept".

The handset may accept the invitation automatically, start in inverted mute and loudspeaking mode, depending on the configuration of the received invitation.

When the invitation is accepted, the following screen appears (see figure 4). The invitation can now be deleted or closed by clicking the soft key Delete or Close, respectively. The call is not disconnected by clicking these soft keys. The soft key Call is used for re-joining a group only, see Re-join a Group on page 95.

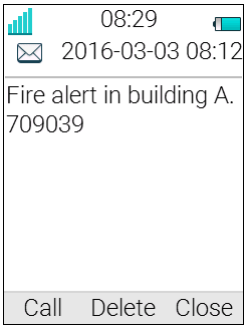


Figure 4. Accepted PTT Invitation

2 Press and hold to open the microphone for transmitting. The microphone is muted again when is released.

3 The Multifunction button may have also been configured to act as the button. NOTE: The support for Multifunction button is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

Invitation Received as Message during an Ongoing Call

If a user receives an invitation during an ongoing call, the call is disconnected and the PTT call connected if the following conditions apply:

- The handset is configured to answer invitations automatically
- The invitation is of higher priority than the call priority

- The user does not reject the invitation within 10 seconds

When the invitation is received, a warning signal notifies the user before disconnecting the current call in order to connect the PTT call.

NOTE: Depending on the priority of the invitation, the ongoing call might be disconnected immediately or after 10 seconds.

If the user rejects the invitation, it can be re-joined later on, see Re-join a Group on page 95.

DECLINE A PTT INVITATION

Decline Invitation Received as Incoming Call

Press “Decline”, or to reject a PTT invitation. The handset returns to the previously shown screen. See also Re-join a Group on page 95.

Decline Invitation Received as Message

Press "Reject" to reject the invitation. The handset returns to the previously shown screen. See also Re-join a Group on page 95 for more information.

CALL A PTT GROUP

NOTE: This option is only visible when PTT group(s) is defined, For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

1 Press "Menu".

2 Select in the menu.

3 Select "PTT groups".

4 Select PTT group.

5 Press "Call", or .

Tip: Alternatively, when in idle mode, press quickly, select PTT group, and then press .

RE-JOIN A GROUP

Re-join a Group from Call List

If a PTT invitation was received as a call and the user rejected or missed it, the PTT group can be dialed from the Call list or Missed calls, respectively. The PTT invitation is indicated by the icon in the list. See Call List on page 90, or Missed Calls on page 91.

Re-join a Group from Messaging Inbox

If an PTT invitation was received as a text message and then rejected, the PTT group can be dialed by selecting the message indicated by the icon in the Messaging inbox, and then press the soft key "Call". See figure 4 on page 94.

CALL SERVICES

NOTE: These functions are system dependent. Besides the default Call services functions, 10 extra system specific call services can be defined - with or without automatic disconnection. The parameters are set up in the Portable Device Manager (WinPDM), refer to the Configuration Manual *for the handset*, and the Installation and Operational Manual for the Portable Device Manager (WinPDM), Windows version.

Absence Handling

The reason for being absent and the return time can be specified here.

1 Select "Call services".

2 Select "Absence".

3 Select the applicable absence reason in the list. The number of absence reasons (for example “Lunch”, “Meeting”, “Trip” etc.) are configured in the WinPDM.

NOTE: The code is defined when configuring the absence reason in the handset. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

4 Press "Select.

5 Enter time (HHMM) or date (MMDD) depending on the selected absence reason.

6 Press "OK".

The handset sends an absence reason code to the system by establishing a call. The call is automatically disconnected after a few seconds.

Deactivate the Absence Setting

1 Enter “Call service” in the menu.

2 Select “Deactivate”.

3 Press "Select".

Divert Calls

The user can divert calls to another extension.

1 Select "Divert calls".

Divert Internal/External Calls

1 Select "Internal" or "External".

2 Select "Activate".

3 Enter number (maximum 24 digits) to divert to, or press the soft key to open the phonebook.

4 Press "OK".

The handset sends a diversion reason code to the system by establishing a call. The call is automatically disconnected after a few seconds. The code is defined when configuring the diversion reason in the handset. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

To stop diversion select "Deactivate" and press the confirmation button or the Soft key "OK".

Divert Calls if No Reply

1 Select "No reply".

2 Select "Activate".

3 Enter number (maximum 24 digits) to divert to, or press the soft key to open the phonebook.

4 Press "OK"

The handset sends a diversion reason code to the system by establishing a call. The code is defined when configuring the diversion reason in the handset. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142. The call is automatically disconnected after a few seconds.

To stop diversion select "Deactivate" and press the confirmation button or the Soft key "OK".

Divert Calls When Busy

1 Select "When busy".

2 Select "Activate".

3 Enter number (maximum 24 digits) to divert to, or press the soft key to open the phonebook.

4 Press "OK"

The handset sends a diversion reason code to the system by establishing a call. The code is defined when configuring the diversion reason in the handset. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142. The call is automatically disconnected after a few seconds.

To stop diversion select "Deactivate" and press the confirmation button or the Soft key "OK".

SHORTCUTS

Predefined functions can be set as shortcuts for the Soft keys, Hot keys, Navigation keys and the Multifunction button. For example, a soft key can be set to make a call, as a shortcut to send a message or to a menu.

Tip: If creating a shortcut to the Phone call function, a variable or character U in the Enter number field can be added that lets the user enter additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu, and press the confirmation button or the Soft key "Select".

DEFINE SOFT KEYS

1 Select "Soft keys".

2 Select "Left", "Middle", or "Right".

3 Press "Select" to enter a name for the Soft key.

4 Press "OK".

5 Select "Function", and press "Select" to select function for the Soft key.

6 Select function from list, and press "Back".

7 Select "Value" (only for some of the functions), and press "Select". Enter a value for example a handset number. Press "Back".

8 Select "Control question", and press "Select". It is off by default. Press "Back".

9 Press "Save".

DEFINE HOT KEYS

1 Select "Hot keys".

2 Select "0", "2" to "9".

3 Select "Function", and press "Select" to select function for the Hot key.

4 Select function from list, and press "Back".

5 Select "Value" (only for some of the functions), and press "Select". Enter a value for example a handset number. Press "Back".

6 Select "Control question", and press "Select". It is off by default.

7 Press "Save"

DEFINE NAVIGATION KEY

1 Select "Navigation keys".

2 Select "Up", "Down", "Left", or "Right".

3 Select "Function", and press "Select" to select function for the Navigation key.

4 Select function from list, and press "Back".

5 Select "Value" (only for some of the functions), and press "Select". Enter a value for example a handset number. Press "Back".

6 Select "Control question", and press "Select". It is off by default.

7 Press "Save".

DEFINE MULTIFUNCTION

NOTE: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

The Multifunction button can be defined with two different functions, a long press activates one function, and a double press activates another function.

1 Select "Multi-function button".

2 Select "Long press", or "Multi press".

3 Select "Function", and press "Select" to select function.

4 Select function from list, and press "Select" and then press "Back".

5 Select "Value" (only for some of the functions), and press "Select". Enter a value for example a handset number. Press "Back".

6 Select "Control question", and press "Select". It is off by default.

7 Press "Save".

SERVICES

The Services menu lets the user create a submenu of frequently used functions. For example, "Write new message", "Central phonebook", "Call contact", etc.

Tip: If configuring the Phone call function, a variable or character U in the Enter number field can be added that lets the user enter additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu, and press the confirmation button or the Soft key "Select".

ADD SERVICES

1 Select "Add new" from the "Services" menu.

2 Choose an appropriate name for the service and enter the name in the "Name" field.

3 Press "OK". The "Function" menu is displayed.

4 To navigate to the required function, press up and down on the navigation key.

5 Press "Select" or the confirmation button on the navigation key.

6 If necessary, enter values in the fields (only applicable for some of the functions)

7 Press "Back".

EDIT SERVICES

1 Mark a service by pressing up and down on the navigation key.

2 Press "More"

3 Select "Edit".

4 Edit the service parameters.

5 Press "Back"

DELETE SERVICES

1 Mark a service by pressing up and down on the navigation key.

2 Press "More".

3 Mark "Delete" by pressing down on the navigation key.

4 Press "Select".

5 Press "Yes" to delete the service.

MESSAGING

Tip: To close several new messages quickly, press . The messages are indicated as unread messages in the Messaging inbox.

The thirty last received messages are stored in the inbox. Time and date information is included in the message.

If a message is received when the inbox already contains thirty messages, the message in the inbox with the oldest time and date is automatically replaced by the newly received message.

Tip: New messages and information about incoming calls can be displayed upside down. This can be useful if the handset is worn in a belt and the user wants to read the message or call information without rotating the handset. When pressing any key, the messages is displayed in the normal way. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

1. Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.
2. Select in the menu, and press the confirmation button or the Soft key "Select".

INBOX

1. Select "Inbox" to view the message list.
2. Select a message by pressing up and down on the navigation key.

Reply to Sender

1. Select "View".
2. Select "Reply".
3. Enter text.
4. Select "Send".

Delete Message

1. Select "More".
2. Select "Delete".
3. Select "Yes" to delete the message.

Forward Message

1. Select "More".
2. Select "Forward".
3. Enter additional text if needed.
4. Select "Send"
5. Enter number.
6. Select "Send" to forward the message.

Call Sender

1. Select "View".
2. Select "More".
3. Select "Call Sender".

Call number in Text

NOTE: This option is only visible if the number consists of minimum 3 digits.

1 Select "View".

2 Do one of the following:

- Press "More" and select "Call no. in text".
- Press .

3 If the message contains several numbers, select the number to be called from the list.

4 Press "Call", or .

Save Number

1 Select "View".

2 Select "More".

3 Select "Save number".

4 Select "Work Number"/"Mobile number"/"Other number".

5 Press "Add".

6 Enter name for the contact.

7 Press "OK".

8 Press "Save". The number is saved in the contact list.

WRITE NEW MESSAGES

1 Select "Write new message".

2 Enter text, and press "Send". See also Chapter 8 Messaging on page 55.
The message can be saved and sent later by pressing the soft key "Back" and selecting "Yes". The message is stored under Unsent messages. See Unsent Messages.

3 Enter number, or press middle soft key to get number from contact list.

4 Press "Send".

UNSENT MESSAGES

1 Select "Unsent" to view the list.

2 Select message to edit/send.

3 Select "Edit", edit text and/or just select "Send".
Delete/Delete All

1 Select "More".

2 Select "Delete" or "Delete all".

3 Select "Yes" if the unsent message shall be deleted.

SENT MESSAGES

1 Select "Sent" to view the list.

2 Select "View".

Forward message

1 Enter additional text if needed.

2 Enter number.

3 Select "Send".

Delete Message

1 Select "Delete".

2 Select "Yes" to delete the message.

Delete/Delete All

1 Select "More".

2 Select "Delete" or "Delete all".

3 Select "Yes" if the unsent message shall be deleted.

PROFILES

An own profile can be set up for incoming calls, message alerts, message volume, vibrating alerts, key sound etc. This can be useful when there are many users on the same handset who require different sound profiles. It can also be used for temporarily settings, for example while in a meeting incoming calls should be silent. A user can then switch to his or her own particular profile when using the handset.

If no profile is selected, the normal settings are used.

NOTE: The settings in a profile can be superseded if the corresponding settings in a system profile are activated. When the system profile is activated, its settings are not displayed in the handset menu. However, they can be displayed when a system profile is activated in the handset. See Chapter 11 System Profiles on page 115.

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

Add New Profile

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

3 Select "Add new".

4 Enter name of the profile.

5 Press "Save".

6 Press "More" and then select "Add setting".

7 Select the setting you want to add to the profile.
Repeat steps 6-7 if you want to add additional settings.

8 Mark the wanted setting and press "Edit" to make the changes.

A new profile based on another profile can also be created in the following way:

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

3 Select "Add new".

4 Enter name of the profile.

5 Press "Save"

6 Press "More" and then select "Import from".

7 Select the profile which settings to be used for the new profile.

8 If needed, press "More" and then select corresponding option to add/import additional settings or remove settings.

Activate Profile

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

3 Select profile from list.

When a profile is activated, the icon and the name of the profile are displayed in idle mode.

Delete Profile

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

3 Select profile from list.

4 Press "More".

5 Select "Delete" from menu.

6 Press "Select".

7 Press "Yes" to confirm.

Edit Profile

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu.

3 Select the profile to edited.

4 Press "More" and then select "Edit".

5 Following options can be performed:

- Edit the wanted setting by marking it and then press "Edit".
- Add additional settings by pressing "More" and then select "Add setting" or "Import from".
- Remove a setting by marking it and then select More > Remove setting.

6 If needed, mark the added settings and press "Edit" to make the changes.

CONTACTS

The handset has a phonebook with 250 entries where the user can add, delete, and edit names and numbers. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number.

In addition, a company phonebook with up to 1000 entries can be downloaded to the handset via the WinPDM/Device Manager. The company phonebook name and numbers can not be edited or deleted by the user. The phonebook lists all names in alphabetical order. The local and company phonebook appears in the same list but the company names are indicated by an icon in front of the name. The contact only includes work numbers. See Dial a Number from the Company Phonebook on page 38 for more information.

A central phonebook can also be accessed, see Dial a Name from the Central Phonebook on page 38. This feature is a system dependent feature.

TIP: When searching for a contact, the input language can be temporarily changed by long pressing . This can be used to temporarily access characters in a foreign language.

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu, see Contacts on page 21.

CALL CONTACT

1 Select "Call contact".

2 Select contact from the list, or enter name or number in the search field.

3 Press the Soft key "Call".

The contact can also be edited and a message sent by selecting "View" > "More".

ADD CONTACT

1 Select "Add contact".

Add New Contact

1 Select "New".

2 Select "Add", and enter the name of the contact.

3 Press "OK".

4 Select "Work Number"/"Mobile number"/"Other number".

5 Press "Add".

6 Enter handset numbers.

Tip: A variable or the character U can be added to the Work/Mobile/Other number field to allow the user to enter additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

7 Press "OK".

8 Press "Save".

NOTE: A specific ring signal can be set for each contact, see Edit Contact on page 104.

Add from Call List

1 Select "From call list".

2 Select number.

3 Press "Add".

4 Select number type.

5 Press "Select".

6 Press "Add", and enter name for the contact.

7 Press "OK".

8 Press "Save".

NOTE: A specific ring signal can be set for each contact, see Edit Contact on page 104

EDIT CONTACT

1 Select "Edit contact".

2 Select contact, and press "Edit" twice.

3 Enter new name/number, and press "OK".

Tip: A variable or the character U can be added to the Work/Mobile/Other number field to allow the user to enter additional numerical characters before calling the number. See Chapter 10 Procedure Call on page 113 for more information.

4 Press "Save".

SET RING SIGNAL FOR A CONTACT

A specific ring signal can be set for each contact.

1 Add/edit a contact according to Add Contact on page 104 or Edit Contact on page 104.

2 Select "Ring signal"

3 Select the ring signal to be used for the selected contact.

4 Press "Back" and the press "Save".

DELETE CONTACT

1 Select "Delete contact".

2 Select contact, and press "Delete".

3 Press "Yes" to confirm.

CENTRAL PHONEBOOK

In the Central Phonebook can be searched by name or number. The last search result can be displayed.

When the search result is returned the contact information can be viewed. A number can be assigned to the new contact and a message sent by selecting the "More" soft key. The number can also be called by selecting the "Call" soft key.

1 Select "Central phonebook".

Search by Name

1 Select Search by name.

2 Enter First name and/or Last name.

TIP: When searching for a contact, adding and editing a contact, the input language can be changed temporarily by long pressing ✳⇧0. This can be used to temporarily access characters in a foreign language.

3 Select "Search". The search result is displayed.

Search by Number

1 Select "Search by number".

2 Enter handset number, select "Search". The search result is displayed.

View Last Search Result

1 Select "Last result". Only the last result is displayed.

SETTINGS

1 Enter the menu by pressing the “Menu” Soft key, or the confirmation button on the Navigation key.

2 Select in the menu, see Settings on page 26.

SOUND AND ALERT SETTINGS

Adjust the Ring Volume

1 Select "Sound & Alerts.

2 Select “Volume”.

3 To increase the volume, press right on the navigation key. To decrease the volume, press left on the navigation key. Press Back to save the setting.

NOTE: If a handset restriction is enabled, it might not be possible to set the ring volume to "Silent". refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Set different Ring Signals for Calls

1 Select “Sound & Alerts”.

2 Select “Ring signals”.

Different signals for internal calls, external calls and call back can be set.

3 Select "Internal call", "External call", "Callback" or "PTT". The handset has 14 different ring signals.

4 Select sound. To listen to the different sounds, press "Play".

NOTE: Additional ring signals might be selectable if them are configured via WinPDM. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

5 Press "Back".

Set Alerts for Messages

1 Select “Message alert”. Different message alerts can be selected. The handset has 8 different message alerts by default, see Settings on page 26.

2 Select message alert from list. Press "Play" to listen to the different sounds.

TIP: The option Custom sounds should be selected to create a customized message alert. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

NOTE: The "Play" soft key is not available for Enhanced beep and Custom sound. Instead, send a message to the handset to listen to the sound.

3 Press "Back".

TIP: By default, the message volume follows the ring volume setting. However, a different message volume can be set if required. refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Turn the Vibrator On or Off

If the vibrator is activated, it vibrates on incoming calls and messages. In addition, the vibrator can also be activated when receiving a message during a call. For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

1 Select “Vibrator alert”. Choose between “On”, “On if silent” (that is, the vibrator is on when the handset is muted), or “Off”.

2 Select vibrating alert.

3 Press "Back".

Set the Key Sound

This means that every time a key is used, the handset gives a small sound.

1 Select “Key sound”. Choose between “Silent, “Click”, or “Tone”.

2 Select key sound.

3 Press "Back".

To listen to the key sound, press the soft key "Play".

KEYPAD LOCK SETTINGS

The handset keypad can be locked automatically to minimize the risk of accidentally pressing keys or buttons while the handset is not in use. The keypad is automatically locked after a lock time parameter "Auto lock time" expires.

NOTE: The alarm button can be pressed while the keypad is locked. Any one of five predefined emergency numbers can also be called while the keypad is locked as long as this feature has been configured in the WinPDM/Device Manager. For additional information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

The automatic key lock can be configured by the administrator in the WinPDM/Device Manager. For additional information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142. The user may also configure the automatic key lock as described in the following sections.

Automatic key lock: One of the following options may be configured:

"On": the keypad is automatically locked if it is not used before the specified lock time elapses.

"On, except calls": the keypad is automatically locked if it is not used for the specified lock time. If the user is in call when the lock time elapses, the keypad remains unlocked until the user has completed the call.

"Off": the keypad is never automatically locked.

Auto lock time: specifies the time that elapses before the keypad is automatically locked. The shortest time that may be specified before the key lock is applied is 5 seconds and the longest time is 3 minutes.

Auto key unlock: the keypad is automatically unlocked when a call or message is received. When the user has serviced the call or message, the key lock is reapplied after the specified automatic lock time expires.

Activate the Automatic Key Lock

The user activates the automatic key lock and sets the Auto lock time from the handset "Settings" menu in the following way:

1 Select “Locks”. The "Locks" menu is displayed.

2 Select "Automatic key lock" menu item and select "On" or "On except calls".

NOTE: The current key lock setting is displayed under the "Automatic key lock" menu item.

3 Press the "Back" soft key to redisplay the "Locks" menu.

4 Select "Auto lock time" and press the "Select" soft key.

5 Select the required lock time and press the "Select" soft key.

Deactivate the Automatic Key Lock

1 Select “Locks”. The "Locks" menu is displayed.

2 Select "Automatic key lock" and select "Off".

Automatic Key Unlock

The user can configure a locked keypad to unlock automatically when a call or message is received. After the user has serviced the call or message, the keypad is locked again after the specified Auto lock time expires.

PHONE LOCK SETTINGS

The handset can be protected for unauthorized use by activating the phone lock. The phone lock may be set to:

- "On": The handset is automatically locked if not used for the specified automatic lock time or when it is first turned on.
- "On in charger": The handset is locked immediately when placed in the charger. When removed from the charger and unlocked by the PIN, the handset remains unlocked
- "Off": The handset is never locked.

The default phone lock PIN code (0000) can be changed to any 4 to 8 digit personalized code.

The length of time before the handset locks automatically is set by the "Auto lock time" parameter. The shortest time that can be set before the handset locks is 5 seconds and the longest time is 3 minutes.

NOTE: If configured in the WinPDM/Device Manager, any one of up to five emergency numbers can be called while the handset is locked. refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

Activate the Phone Lock

The phone lock settings are activated from the handset "Settings" menu in the following way:

1 Select “Locks”.

2 Select “Phone lock”.

3 Select “Auto phone lock”.

4 Select "On" or "On in charger" as required.

5 Enter PIN code.

6 Press "OK".

7 Press the "Back" soft key twice to return to the "Locks".

8 Select "Auto lock time".

9 Select the required lock time.

If the PIN code has been forgotten, it can be removed by the handset distributor.

Deactivate the Phone Lock

From the handset "Settings" menu:

1 Select “Locks”.

2 Select “Phone lock”.

3 Select “Auto phone lock”.

4 Select "Off".

5 Enter PIN code.

6 Press "OK".

Change PIN Code

From the handset "Settings" menu:

1 Select "Change PIN code".

2 Enter the old PIN code.

3 Press "OK".

4 Enter new PIN code twice.

5 Press "Save".

DISPLAY SETTINGS

Screen Saver

The screen saver can be set to one of the following settings:

- Information: Displays status and identification information while the handset is idle.
- Black: The screen is black when the handset is idle.
- Black also in call: The screen is also black when the handset is in call.

To set the screen saver:

1 Select “Display” from the handset menu.

2 Select “Screen saver”. The current setting is displayed under "Screen saver".

3 Select “Information”, “Black”, or “Black also in call”.

4 Press "Back".

NOTE: When the handset with the screen saver set to "Information" is in a charger, the Owner ID is displayed even if the handset switched off. This simplifies identification when many handsets are in a charging rack.

Brightness

1 Select “Display”.

2 Select “Brightness”.

3 Select “Normal” or “Power save”.

4 Press "Back".

Rotate display text

1 Select “Display”.

2 Select “Rotate display text”.

3 Select “Normal” or “Inverted”.

4 Press "Back".

Font style

1 Select “Display”.

2 Select “Font style”.

3 Select “Normal” or “Bold”.

4 Press "Back".

TIME AND DATE SETTINGS

The time and date displayed in the handset cannot be changed by the user. The DECT system is solely responsible for keeping the time. The handset also synchronises with the DECT system time when:

- The handset is turned on after having been turned off. The handset requests the current DECT system date and time.
- The handset remains on for longer than 24 hours. The handset requests the DECT system time every 24 hours from the time it was last turned on.

The time and date formats displayed in the handset can be changed by the user as described in the following sections.

Set Time Format

1 Select "Time & Date" and press "Select".

2 Select Time format. The actual time format is displayed. Selectable time format:

- 12:00 (AM/PM)
- 24:00

3 Press "Select" to save the setting.

Set Date Format

1 Select “Time & Date” and press "Select".

2 Select “Date format”, press "Select". Selectable date format:

- DD/MM/YYYY, for example, 17/09/2016 (also called Europe)
- MM/DD/YYYY, for example, 9/17/2016 (also called US)
- YYYY-MM-DD, for example, 2016-09-17 (ISO 8601)
- MMM DD YYYY, for example, Sep 17 2016
- DD MMM YY, for example, 17 Sep 16
- DD.MM.YYYY, for example, 17.09.2016
- DD-MM-YYYY, for example, 17-09-2016

3 Press "Select" to save the setting.

ANSWERING

The default setting for the handset is to use the Off-hook key to answer a call. However, the handset can be configured to answer the call automatically, that is, without pressing a key and in loudspeaking mode if required. Other keys can also be setup to answer a call. If "Any key" is selected, any key, except the On-hook key and the Sound off key, can be used to answer a call

1 Enter in the menu, see Settings on page 26.

2 Select “Answering”.

Answering Key

The answering key is by default set to Hook-off.

1 Select "Answering key"

2 Select "Hook-off" or "Any key".

Press "Back" to save the setting.

Answering Behaviour

1 Select "Answering behaviour".

2 Select "Automatically" and/or "Loudspeaking".

3 Press "Change" to change the setting. The check box is marked.

4 Press "Back" to save the setting.To remove the setting, press "Change". The check box is unmarked.

CHANGE TEXT SIZE FOR MESSAGES

1 Select "Messages".

2 Select "Text size Normal". The default text size is "Normal".

3 Select "Normal" or "Large".

CHANGE THE MENU LANGUAGE

1 Select “Language”. Choose between; Brazilian Português (Brazilian Portuguese), Czech, Dansk (Danish), Deutsch (German), English, Español (Spanish), Français (French), Greek, Hungarian, Italiano (Italian), Nederlands (Dutch), Norska (Norwegian), Polish, Russian, Slovakian, Soumi (Finish), Svenska (Swedish), and Turkish.

2 Press "Back".

NOTE: In addition to the languages listed above, an additional language can be downloaded to the handset, see Software Upgrade and Additional Features on page 122.

CHANGE OWNER ID

The Owner ID is set to identify the handset.

1 Select "Owner ID".

2 Enter identity.

3 Press "Save".

Chapter 10

PROCEDURE CALL

When configuring the functions Call services, In Call menu, Contacts, or a shortcut or service to the Phone call function, the data added in these functions is static. When entering the data for the function to be used, a variable or character U can be entered that allows the user to enter additional numerical characters before calling the number or sending the data to a system.

Note: The Call services and In call menu features require configuration in WinPDM/Device Manager.

Refer to the following example for more information.

Example of configuration:

A user wants to create a service with the Phone call function. The PBX requires that a prefix must be added to a phone number. In this case, the user can pre-program the prefix and then enter the applicable phone number when using the Phone call function.

1. Press "Menu", or the confirmation button.
2. Select "Services".
3. Select "Add new".
4. In the Name field, enter "Call no." and press the "OK" soft key.
5. Select the function "Phone call".
6. In the Number field, enter the prefix to be used followed by the character "U". In this case, the text string is as follows *21*U. The character U represents an Enter number dialog where the user can enter the phone number.
7. Press "Save".

When using the function, an Enter number dialog appears, see figure 1. If the user enters "123" (or selects a contact with this number by pressing) and presses "OK", the number *21*123 is dialled. Note that no call is established before the user presses "OK", that is, post-dial.

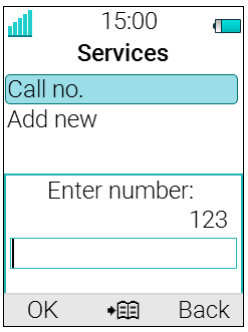


Figure 1. Enter number dialog.

Chapter 11

SYSTEM PROFILES

Note: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.

A system profile can be used when certain settings in a handset are required that the user is not allowed to change. The settings require configuration in the WinPDM or Device Manager and include alarm settings, soft key settings and presence settings. For additional information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142. When the system profile is activated, its settings is not displayed in the handset's menu. It can be shown that a system profile is active in the handset by showing its profile name in idle mode.

The system profile can be used in combination with the user profile (see Profiles on page 101). If there is conflict between the settings in the system profile and the settings in the user profile, the settings in the system profile is used.

If a user changes a setting in the handset menu that is determined by a system profile, the menu is updated but the setting is not changed.

For example, in the left-hand view of figure 1, a system profile has been activated and is indicated by the system profile name "Sys Profile SK1" shown in the handset in idle mode. In this case, the soft key "Inbox" and middle soft key "PTT 4" are determined by the system profile settings. If a user, for example, attempts to change the middle soft key name to "PTT 5", by using the handset menu Shortcuts > Soft keys > Middle (middle view in figure), the soft key shows "PTT 5" and the setting can be saved. However, the system profile settings are not overridden. When the handset returns to idle mode, the system profile settings are redisplayed, showing "PTT 4" instead of the user changed "PTT 5" (right-hand view in figure).

Tip: If this system profile is to be permanently activated, it is recommended to hide the Soft keys menu in the handset.

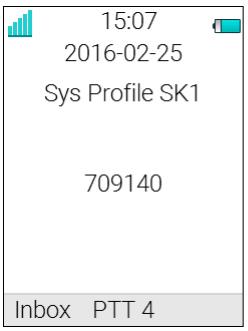


Figure 1. System profile overrides settings changed by the user.

SYSTEM PROFILE STATUS INDICATIONS

The administrator may configure the handset to play a sound if the system profile is activated or deactivated. This provides the user with an audible alert when the system profile changes from inactive to active or vice versa.

The feature can be triggered by several kinds of event, such as moving between different parts of a buildings where a system profile might be appropriate in one location but not required in another.The system profile name is displayed when the handset is in idle mode. The user should be aware that the characteristics and behaviour of the handset change when the system profile changes. For the exact sound and characteristics of the handset associated with the activation and deactivation of a system profile, refer to the system administrator.

Chapter 12

ADVANCED FUNCTIONS

ADMIN MENU

The handset has a hidden menu for system administrators. refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

The Admin menu contains:

- Software and hardware information, license information, IPEI/IPDI, and User ID
- DECT link and system information
- DECT location information. NOTE: The support for this feature is dependent on what model of handset that is used. For more information, see Functions and Accessories on page 3.
- Centralized Management status
- Site survey tool
- Fault logging
- Enhanced system menu with ability to alter protection
- Frequency band selection (this option is removed when the frequency band has been selected)
- Factory reset option

For quick access to the Device Information (DI) menu in idle mode, press the keys containing *#DI# (that is *#34#). For quick access to the IPEI/IPDI, press *#06# in idle mode. refer to the table below.

INFORMATION	CODE
Software version	*#34#
Hardware version	*#34#
License information	*#34#
IPEI/IPDI	*#34# or *#06#
User ID	*#34#

CLEAR LISTS IN CHARGER

A parameter can be set via the WinPDM/Device Manager to clear message and call lists stored in the handset. When the parameter is activated and the function has been downloaded to the handset, the lists are deleted when the handset is placed in a charger. This can be useful during administration of handsets for new users. See also the *Configuration Manual for the* handset; see Related Documents on page 142).

Chapter 13

SYSTEM HANDLING

SOFTWARE UPGRADE AND ADDITIONAL FEATURES

Software and parameters in the handset can be upgraded by using the WinPDM or the Device Manager. refer to the Installation and Operation Manual for the Portable Device Manager (WinPDM) Windows Version, or the Installation and Operation Manual for the Device Manager.

Examples of additional features that can be downloaded/configured via WinPDM/Device Manager:

- Company phonebook
- Downloadable languages
- Customizing the Menu Tree

For more information, refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

To view the handset's software version, enter *#34# in idle mode.

HANDSET UPDATES VIA CHARGING RACK

From time to time, users are instructed to leave their handsets in a central charging rack to allow the handset to be updated with new features and functions. An ongoing update is indicated by the in the handset header bar and an "Updating handset" message is displayed in the active area.

During the update, a message is displayed to indicate that an update is in progress as shown in figure 1. The "OK" soft key can be selected to close the message.

Figure 1. Handset Update while in Charger

If the handset removed from the charger and used, the update is suspended and resumed when it is returned to the charger.

When the update is complete, a "Handset is updated" message is displayed to indicate that the handset is available for use, as shown in figure 2. Select the "OK" soft key to close the message.

Figure 2. Update Completed while in Charger

Chapter 14

TROUBLESHOOTING

This section contains information on how to solve common operational problems, and warnings you may receive.

Go through the following lists if you encounter any problems. If this checklist does not solve the problem, contact your system administrator.

If others have similar problems, there may be a system error.

OPERATIONAL PROBLEMS

FAULT	PROBABLE CAUSE	ACTION OR COMMENT
No display	The battery level is low	Charge the battery
	The screen saver is set to "Black also in call"	Change the screen saver setting as described in Screen Saver on page 109
	The handset is defective.	Contact system administrator.
No ringing	The sound off icon is on, or ring volume set to silent, or the handset is defective.	Long press the Sound off key, or increase volume, or contact system administrator.
Unable to mute handset by long pressing Sound off key/Mute button. Unable to set the ring volume to "Silent". Handset, with In Charger > Other actions>Sound off enabled, is not muted when placed in charger.	A handset restriction preventing the user to silence the handset.	Enable the parameter Possible to turn off sound see Configuration Manual, Mitel 5614 DECT Handset, *TD 93176EN*.
Unable to switch off handset by long pressing the On-hook key. Handset, with In Charger > Other actions> Switch off enabled, is not switched off when placed in charger.	A handset restriction preventing the user to switch off the handset.	Disable the parameter Prevent switch off, see Configuration Manual, Mitel 5614 DECT Handset, *TD 93176EN*.
Unable to subscribe handset using Easy Registration feature.	1) The handset is subscribed to a system.	1) Unsubscribe the handset and then subscribe it by following the instructions in If the handset is configured as a Hot Desk handset, then "Please Login" appears for the user to enter hot desk information. on page 76.

FAULT	PROBABLE CAUSE	ACTION OR COMMENT
	2) The IP-DECT system is not configured for Easy Registration.	2) Subscribe the handset manually, see If the handset is configured as a Hot Desk handset, then "Please Login" appears for the user to enter hot desk information. on page 76, or configure the system to support Easy Registration, refer to the applicable Installation and Operation Manual for your IP-DECT system.
	3) There is ambient equipment disturbing your IP-DECT system.	3) Try to subscribe the handset in other area in your building.
		4) If the problem still exists, restart your handset and subscribe the handset.

ERROR OR WARNING MESSAGES

DISPLAY SHOWS	PROBABLE CAUSE	ACTION OR COMMENT
No access	The network is in range, but no access rights.	Switch handset off and then switch it on again or contact system administrator.
No System. The handset beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The handset is out of coverage or handset is defective.	Stop the beep with the Sound off key and go into range. Note: When re-entering the coverage area it can take a couple of minutes before the handset automatically has registered into the system. or contact system administrator.
The message Failed is displayed when the handset tries to download an ECG waveform image.	The IP-DECT wireless connection point is overloaded with too many calls.	Go refer to the patient. The ECG Monitoring functionality starts working when the IP-DECT connection point is no longer overloaded.

SERVICE NEEDED Parameters corrupt Note: This display message is only shown in English.	The handset is defective.	Send the handset for service.
SERVICE NEEDED Invalid IPDI Note: This display message is only shown in English.	Easy replacement procedure not followed correctly or failure during easy replacement procedure.	Send the handset for service.
Enter PIN code	The handset's lock is activated.	Enter the required PIN code. If PIN code lost enter new via WinPDM or do a factory reset via WinPDM.
Battery low, charge now	The battery level is low.	Charge or replace the battery.
Phonebook is not available at the moment.	The phonebook does not respond, not available at the moment.	Try again later or if fault persists do a factory reset via admin menu or WinPDM.
Voicemail number not defined	There is no Voicemail number defined in the handset.	Define a Voicemail number via WinPDM.
Could not encrypt connection	The parameter "Encryption Required" is enabled in the handset in combination with;	
	1) Unencrypted base station(s); and/or,	1) Disable the "Encryption Required" parameter in handset; and/or,
	2) Unsupported base station(s).	2) Enable the encryption in the base station(s); and/or,
		3) Use supported base station(s). Ask your supplier.
Not allowed	1) The user cannot login to the handset with the shared phone functionality enabled, due to another handset currently using the same extension (User).	1) Logout from the handset that uses the same extension.
	2) The user cannot logout from the handset with the shared phone functionality enabled, due to incorrect password (AC code).	2) Enter #11*<AC code># on the keypad and press the off-hook key to logout from the shared phone.

3) The extension (User) does not exists.	3) Make sure that you entered correct extension. If needed, contact the system administrator.
4) The password is not correct.	4) Make sure that you have entered correct password. Ask the system administrator if you have forgot the password.

TELEPHONY FUNCTION CODES

This chapter describes the country specific function codes used in MX-ONE that are relevant for the cordless phone. The codes are listed in 14 Standard and alternative codes on page 95. The following application systems are concerned: Australia, Austria, Belgium, Brazil, Canada, China, Denmark, Export, Finland, France, Germany, Hong Kong A-law, Hong Kong My-law, Indonesia, Ireland, Italy, Malaysia, Mexico, The Netherlands, New Zealand, Norway, Korea, Saudi Arabia, Singapore, South Africa, Spain, Standard, Sweden, Switzerland, United Kingdom, and U.S.A. Suffix codes are entered as written. They can only be used for SIP phones. For H.323 phones dedicated keys are used. Service codes are entered as * [code] # for activation, and # [code] # for deactivation.

Functions	**Codes**	
Suffix digits (only for SIP)	**Standard**	**Alternative**
Alternation on Inquiry	N/A	Sweden: R
Conference	3	
Intrusion	4	France: 8 New Zealand: 8 Sweden: 8
Call Waiting Indication	5	France: 6 New Zealand: 6 Sweden: 4
Call Back	6	France: 5 New Zealand: 5 Sweden: 5
Common Parking or Individual Call Pick-up	8	France: 4 New Zealand: 4 Sweden: 6
Feature Codes		
General Deactivation	001	U.S. and Canada: 0
Choice of Language	08	
Ordering or Cancellation of Active List (Personal Number)	10	
Follow Me	21	United Kingdom: 2
External Follow Me	22	U.S. and Canada: 23
Ordering or Cancellation of Interception Message	23	U.S. and Canada: 24
Print Interception Message	26	Sweden: N/A
Manual Message Waiting	31	
Cancellation of Message Waiting	31	U.S. and Canada: 56
Automatic Call Back, Cancellation	37	U.S. and Canada: 6
Malicious Call Tracing	39	

Account Code Predialing	61	Finland: 71 Norway: 71
Authorization Code Predialing	72	Germany: 75 The Netherlands: 75 U.S. and Canada: 6 Sweden: 75
Lock/Unlock Common Authorization Code	73	U.S. and Canada: 71
Change Individual Authorization Code	74	
Dial With Individual Authorization Code	75	Germany: 72 The Netherlands: 72 Sweden: 72
Lock/Unlock Individual Authorization Code	76	
Customer Identity Storage	77	
Answer on Group Call Pick-up, and Answer on Night Time Connection (* and # in the service code can be excluded)	8	Finland: 0 U.S. and Canada: 59 Sweden: 0
Ordering of Night Time Connection	84	U.S. and Canada: 8
Repetition of the Last External Number Dialed	***	Finland: **0 Sweden: **0

OPERATION NOTICE

ACCESSIBILITY AND VOICE QUALITY

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

OPERATING AREA

The handset can only be used in the area covered by the system. Outside of this area the handset looses contact with the system. The signal strength icon is low and “Searching” is displayed.

OUT OF RANGE

When the handset leaves the system's coverage area a short beep sounds and the text “Searching” is displayed.

The out of range beep is repeated every minute for 30 minutes. The sound can be turned off by long pressing # , or .

When re-entering the coverage area it can take a couple of minutes before the handset is automatically registered with the system.

MAINTENANCE

MAINTENANCE OF BATTERIES

BATTERY WARNINGS

The "Low battery" icon is displayed when the battery has 10% or less remaining capacity left. In addition; a warning signal sounds every minute and the dialog window "Battery low. Charge now." appears.

The "Empty battery" icon is flashing when the battery has 5% or less remaining capacity left. In addition; a warning signal sounds every second and the dialog window "Battery empty. Shutting down." appears.

During a call, only the corresponding battery warning signal notifies the user. The warning signal cannot be silenced during a call. When not in call, the warning signal can be silenced by pressing # or .

CHARGE THE BATTERY

Place the handset in the desktop charger or in the rack charger. An animated battery icon is also shown in the display indicating charging by starting with its current charge and ending with the full charge. A filled battery icon indicates a fully charged battery.

Note: Only use the prescribed chargers for charging.

CHARGE SPARE BATTERIES

Spear batteries can be charged with a separate battery pack charger. It can charge six batteries at the same time.

REPLACE THE BATTERY

If the standby time for the handset becomes too low, the battery should be replaced by a new one. Contact the system administrator or handset supplier for information about new batteries. Attach the battery as described in the illustration below. The battery is easy to replace. It is attached inside the battery lid and is connected to the handset in such a way that no misalignment of the contact is possible.

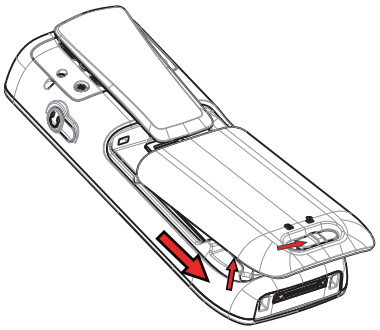


Figure 1. Easy replaceable battery, unlock the lid and remove the battery.

EASY REPLACEMENT OF HANDSET

Easy replacement can be used if a handset needs to be replaced due to, for example, a broken display. The easy replacement procedure is done via the handset display and the DC4 Advanced Desktop Charger or the CR3 Charging Rack.

Note: Easy replacement is not supported when using DP1 Desktop Programmer.

The following settings are replaced during easy replacement:

- DECT registration
- User parameters (including User ID)
- Contacts
- The extension number is assigned to the new handset.

The following settings are not replaced during the easy replacement:

- Call list
- Messages
- Bluetooth pairing list
- Licenses.

BEFORE STARTING EASY REPLACEMENT PROCEDURE

1. Check that both the old handset to be replaced and the new replacement handset are of the same device type.
   NOTE: The Easy Replacement procedure can be used if the old and new handsets have different product licenses, that is, Talker, Messenger, and Protector. The new handset product license is not replaced by the old handset's product license during the procedure. However, a handset product license, can be moved to another handset using the Win-PDM/Device Manager.
2. Use the WinPDM or the Device Manager to check that the software of DC4 Advanced Desktop Charger or CR3 Charging Rack is of version 1.3.x or greater. For more information

on how to use the WinPDM/Device Manager, refer to the User Manual for the Device Manager or the Installation and Operational Manual for the Portable Device Manager (WinPDM), Windows version.

3. Make sure that the handset batteries are charged before starting the easy replacement procedure.
4. Switch off the new handset by long pressing .

EASY REPLACEMENT PROCEDURE

During the Easy Replacement procedure, the LED indications on the charger can be used to follow the replacement procedure. For more details, see LED Indications during Easy Replacement on page 138.

IMPORTANT: Never remove a handset from the charger until the instructions in the display tells you to do so (see status on the LED on the charger if the display is broken). If there is an error indication it may be allowed to remove the handset, see Figure *Update Completed while in Charger* on page 79 for further instructions.

After the old handset has been in the charger, the new handset needs to be placed in the charger regardless if the replacement was successful or not. Failing to do so may result in malfunction that requires the new handset to be returned for service.

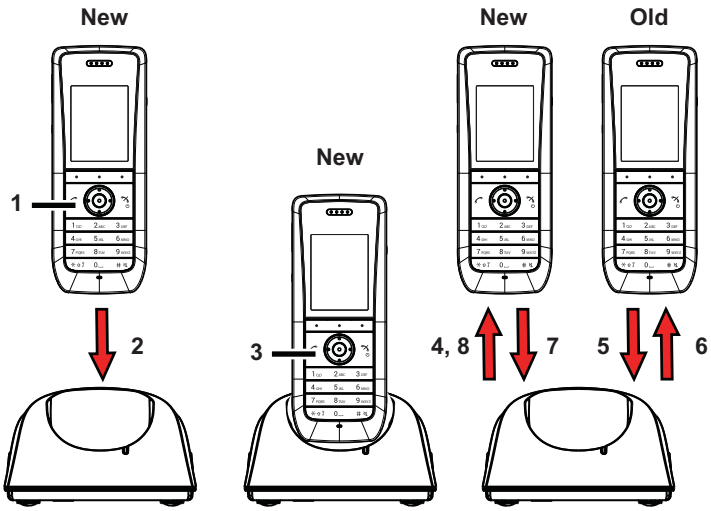


Figure 2. Easy Replacement via DC4 Advanced Desktop Charger.

1 On the new handset, press and hold

Note: Do not release until you are instructed to do so.

2 Put the new handset in the charger.

3 When the text "Start phone replacement" is displayed, release .

Press "Yes" (left soft key).

The text "Follow the instructions. Each step can take several minutes." appears in the display. Press "OK"(left soft key).

4, 5 When the text "Please insert old phone in charger" is displayed, replace the new handset with the old handset. The handset can either be switched on or off.

NOTE: The left charging slot in the CR3 Charging Rack has to be used for both handsets.

The handset is restarted and after a few seconds, the text "Saving settings. Do not remove phone from charger" appears. The charger LED changes to slow orange flashing. It may take several minutes.

IMPORTANT: If the old handset cannot communicate with the charger, put the new handset in the charger to restore its settings (that is, the handset's IPDI). If this step is not performed, the new handset must be sent for service. The old handset's settings might be transferred to the new handset by using WinPDM. refer to the *Configuration Manual for the* handset; see Related Documents on page 142.

6, 7 When the text "Please insert new phone in charger" is displayed, replace the old handset with the new handset. The text "Restoring settings" is displayed.

IMPORTANT: Do not remove the handset while the text "Restoring settings" is displayed.

8 When the text "Phone successfully replaced. Please remove phone to restart." appears in the display, remove the handset from the charger. The handset is automatically restarted.

LED Indications during Easy Replacement

The following table shows the LED indications that are used for the charger during the easy replacement procedure.

LED INDICATION	DESCRIPTION
Orange, flashing (1 000 ms on, 1 000 ms off)	File transfer during Easy Replacement.
Orange, flashing (100 ms on, 800 ms off)	"Change phone" indication during Easy Replacement.
Red, flashing (100 ms on, 800 ms off)	Error indication during Easy Replacement. Put back old handset in charger.
Red, flashing (900 ms on, 100 ms off)	Error during Easy Replacement. Service needed for both handsets.

See also Figure *Update Completed while in Charger* on page 79.

ATTACH THE HINGE-TYPE CLIP

Attach the hinge-type belt clip as described in the illustration below.

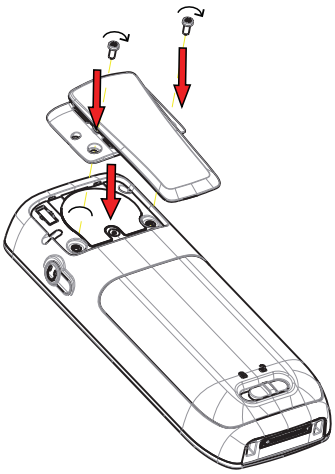


Figure 3. Screw the hinge-type clip into position.

ATTACH THE SWIVEL-TYPE CLIP

Attach the swivel-type belt clip as described in the illustration below.

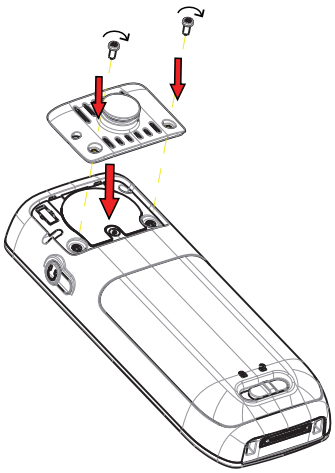


Figure 4. Screw the swivel-type clip into position.

ATTACH COVER FOR NO CLIP

Attach the enclosed cover as described in the illustration below when no clip is to be used

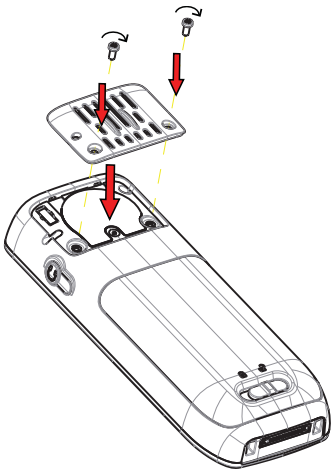


Figure 5. Screw the cover into position.

ENERGY EFFICIENCY

Recommendations on how to save energy:

- Do not charge a battery when the ambient room temperature is above +40° C or below +5° C (above 104° F or below 41° F). Charging below +5° C will harm the battery and shorten the lifetime.
- Note that storing Li-Ion batteries at high temperature dramatically reduces its capacity. For example storage around +60° C reduces capacity with 20% in less than a month, permanently.
- Set the handset screen saver to the "Black also in call" option. The screen goes black and the backlight is turned off. In addition, the backlight is turned off when the handset is in call. This helps extend battery life especially when the user is on an extended call. See Screen Saver on page 109.
- The handset can be configured to switch off when placed in the charger. When removed from the charger the handset switches on automatically. See In Charger Action when not in Call on page 89.
- If the charger will not be used for a longer period of time, remove the power adapter to the charger.
- Do not put the handset in charger if no charging is needed.

RELATED DOCUMENTS

Configuration Manual, Mitel 5614 DECT Handset

Installation and Operational Manual Portable Device Manager (WinPDM), Windows version

CPDM3 installation and Operation Guide

Wireless Messaging Gateway (WSM3) Installations and Operations

Guide

Appendix A

BLUETOOTH HEADSET

INTRODUCTION

Bluetooth technology replaces the cord between the handset and the headset. This allows the user to move more freely and eliminates the risk of a headset cord getting stuck.

Bluetooth supported functions:

- Pair the handset with it's headset
- Choose which device to use when making a call
- Play ring signal in the Bluetooth Headset
- Answer and connect sound to the Bluetooth Headset when answering with the headset's button.
- End call with the Bluetooth headset's button
- Transfer audio to/from Bluetooth headset during call, using the menu in the handset.
- Increase/decrease the volume in the Bluetooth headset with the volume buttons on the handset.

ICON

See "Icons and Text in the Display" on page 11.

WEAR

For optimal performance wear the Bluetooth headset and the handset on the same side of your body. The best audio quality in the headset is achieved when no obstructions, including your body, are between the headset and the handset.

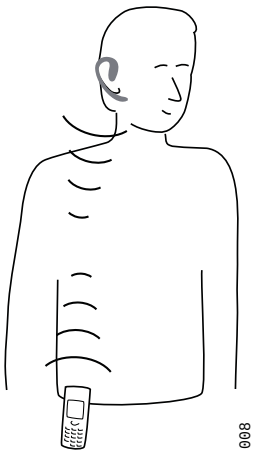


Figure 1: Wear the headset and the handset on the same side of your body

HEADSETS

A number of Bluetooth headsets for different work situations have been tested together with the handset. Refer to the datasheet for a list of verified Bluetooth headsets.

Since the Bluetooth supports the Bluetooth standard, other headsets may also work although not verified.

Note: The Bluetooth headset may have more or less functions than described here, refer to the Manual for the Bluetooth headset.

OPERATION

Step between the menus with the navigation key . Confirm each menu selection by pressing the Soft key "Select".

ENABLE BLUETOOTH

To enable the Bluetooth function enter in the handset menu, select Bluetooth and select “Enable”.

PAIR AND CONNECT A BLUETOOTH HEADSET

Before a headset can be used a connection (pairing) between the headset and the handset must be established.

1. Place the Bluetooth headset and the handset next to each other.
2. Enable Bluetooth, see <Link><Italic>Enable Bluetooth.
3. Put the Bluetooth headset in pairing mode, refer to the user manual for the Bluetooth headset.
4. On the handset enter in the menu, select “Bluetooth” > “Headset”, “Add new”. A dialog "Put headset in Pairing mode" is displayed.
5. Press "OK". It now searches for a Bluetooth headset to connect to.
6. When headset is found, press "Pair".
7. If needed, enter PIN code, see user manual for the Bluetooth headset. Press "OK". The dialog Successful pairing appears if the pairing process was successful. The Bluetooth headset is also connected and this is indicated by a colored square ■ in front of the headset.

ADD ANOTHER BLUETOOTH HEADSET

Up to eight headsets can be paired to the handset, but only one at a time can be selected. To pair another headset repeat section “Pair and Connect a headset” steps 1-6.

The paired headsets are displayed by a default name in the handset menu “Headset”. See <Link><Italic>Change the name of Bluetooth headset

SELECT A BLUETOOTH HEADSET

To activate a Bluetooth headset, do as follows:

1. Enter in the handset menu and select “Bluetooth” > “Headset”.
2. Select a headset by pressing up or down on the navigation key.
3. Press the soft key "Select". "Connection successful" is displayed. The headset is now selected.
   When a new headset has been selected any previous headset is disconnected automatically.

REMOVE A HEADSET

To remove a Bluetooth headset, do as follows:

1. Enter in the handset menu and select “Bluetooth” > “Headset”.
2. Select a headset by pressing up or down on the navigation key.
3. Press the soft key "More".
4. Select "Delete" and confirm with the soft key "Yes".

CHANGE THE NAME OF BLUETOOTH HEADSET

The name, in the headset list, of the headset is the default name for the headset. To change the name. do as follows:

1. Enter in the handset menu and select “Bluetooth” > “Headset”.
2. Select a headset by pressing up or down on the navigation key.
3. Press the soft key "More".
4. Select "Edit name". Enter a name, see “Alphanumeric Keys” on page 16.

CALLING

MAKE A CALL

Dial the number on the handset and press the soft key "Call", or the Off-hook key. When “Transfer call to phone” is displayed press "No" or ignore the message to use the Bluetooth Headset. Press "Yes" to use the handset.

ANSWER A CALL

A ring signal sounds in both the selected Bluetooth headset and the handset to signal an incoming call.

To answer the call in the Bluetooth headset, press the button on the headset.

To answer the call in the handset press the Off-hook key on the handset.

END A CALL

To end the call press the button on the headset or the On-hook key on the handset.

VOLUME AND MUTE CONTROL

ADJUST THE VOLUME DURING A CALL

Depending on the Bluetooth headset it might be possible to adjust the volume on the headset*. On the handset press the upper Volume button on the upper left side to increase the volume and the lower Volume button to decrease the volume in the headset.

TURN THE MICROPHONE ON/OFF DURING A CALL

Mute the headset and the handset with the Sound off key on the handset. See “Turn the Microphone On or Off during a Call” on page 40.

MESSAGING

When a text message is received during an ongoing call, a beep sounds in the Bluetooth headset.

TRANSFER A CALL

TRANSFER A CALL TO THE HANDSET

To transfer a call to the handset from the Bluetooth headset, press the soft key "More" on the handset during the call, and select “Audio transfer”.

TRANSFER A CALL TO THE BLUETOOTH HEADSET

To transfer the call to the Bluetooth headset, press the soft key "More" on the handset during the call, and select “Audio transfer”.

A call can also be transferred to the Bluetooth headset by pressing the button[1] on the Bluetooth headset.

SWITCH TO A HEADSET WITH CORD

If a headset with a cord is connected during a call, the call is transferred to this headset automatically.

MENU TREE

See “Settings” on page 26.

OPERATION NOTICE

ACCESSIBILITY AND VOICE QUALITY

Bluetooth uses the frequency of 2.45 GHz. WLAN, microwave oven, and other devices that use the same frequency can disturb the use of a Bluetooth headset.

OPERATION AREA

Maximum distance between the headset and the handset is 10 metres. The communication distance between the handset and headset may vary considerably due to the environment and disturbances from other 2.45 GHz equipment. Different headsets can also give different communication distances.

OUT OF RANGE

If a connection cannot be made with the selected Bluetooth headset the call is transferred automatically to the handset.

If the Bluetooth headset and the handset get out of range from each other the connection is temporarily lost. Since the last connected headset is always considered "selected", the connection is automatically established again when a call is made or received.

ENVIRONMENTAL REQUIREMENTS

BLUETOOTH HEADSET BATTERY

Refer to the manual for the Bluetooth headset.

TROUBLESHOOTING

PROBLEM	REASON	SOLUTION
No headset found	Headset is turned off	Turn on headset[a]
	Headset is out of battery	Charge headset[1]
	Headset is out of range	Move headset closer to handset < 10 metre.
	Headset is not in pairing mode	Turn headset into pairing mode[1]
Pairing fails	Headset is not in pairing mode	Turn headset into pairing/discoverable mode[1]
	Incorrect PIN entered	Try again and enter correct PIN[1]
Connecting fails/Failed to connect headset	Headset is not turned on	Turn on headset[1]
	Headset is out of range	Move headset closer to handset
	Link key in headset has been deleted	Repeat pairing procedure[1]
	Headset is already connected to another handset	Disconnect headset from the other handset

	Too close to disturbing devices.	Disturbing devices can be WLAN equipment, microwave etc.
Headset can not connect to handset (see headset manual for details on how to connect)	Handset is not turned on	Turn on handset[1]
	Handset is out of range	Move handset closer to headset
	Bluetooth module is disabled	Enable Bluetooth in Bluetooth menu
	Another headset is already connected to the handset	Disconnect the connected headset
	Link key is missing in either headset or handset.	Repeat pairing procedure[1]
	Too close to disturbing devices.	Disturbing devices can be WLAN equipment, microwave etc.

a. Refer to the Manual for the Bluetooth headset

Appendix B

SAFETY PRECAUTIONS

Read this chapter before using the handset.

Note: Product Designator for regulatory purposes of the Mitel DECT Handset 5614 is DH7.

SAFE OPERATION

For safe and efficient operation of the handset, observe the guidelines given in this manual and all necessary safety precautions when using the handset. Follow the operating instructions and adhere to all warnings and safety precautions located on the product, the Regulatory Information delivered with the handset, and this User Manual.

Do not disassemble the handset. Disassembling the handset voids the warranty. The handset consists of no consumer serviceable components. Service should be performed by an Authorized Service Center only.

Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.Frequency Range

The handset is a radio transmitter and receiver. When it is on, it receives and sends out radio frequency (RF) energy. The handset operates on different frequency ranges depending on market and employs commonly used modulation techniques:

EU (ETSI):	1880-1900 MHz/250mW
USA/Canada (FCC):	1920-1930 MHz/100mW

REGULATORY INFORMATION (EU AND EFTA)

EXPOSURE TO RADIO FREQUENCY SIGNALS

	Close to ear	Handheld/body mounted
DH7-xxxx	0.075 W/kg (10 g)	0.076 W/kg (10 g)

THIS MOBILE DEVICE MEETS GUIDELINES FOR EXPOSURE TO RADIO WAVES. Your mobile device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. These guidelines were developed by the independent scientific organization ICNIRP and include safety margins designed to assure the protection of all persons, regardless of age and health.

The exposure guidelines for mobile devices employ a unit of measurement known as the Specific Absorption Rate or SAR. The SAR limit stated in the ICNIRP guidelines is 2.0 W/kg averaged over 10 grams of tissue. Tests for SAR are conducted using standard operating positions with the device transmitting at its highest certified power level in all tested frequency bands. The actual SAR level of an operating device can be below the maximum value because the device is designed to use only the power required to reach the network. That amount changes depending on a number of factors such as how close you are to a network base station. The highest SAR value under the ICNIRP guidelines for use of the device at the ear is 0.201 W/kg and at the body is 0.278 W/kg (The measure distance of 1.5 cm). Use of device accessories and enhancements may result in different SAR values. SAR values may vary depending on national reporting and testing requirements and the network band.

REGULATORY COMPLIANCE STATEMENTS (USA AND CANADA ONLY)

FCC ID: DH7-xBxx:BXZDH7BT DH7-xDxx:BXZDH7BT DH7-xAxx:BXZDH7
IC: DH7-xBxx:3724B-DH7BT DH7-xDxx:3724B-DH7BT DH7-xAxx:3724B-DH7

FCC AND IC COMPLIANCE STATEMENTS

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antennas.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Privacy of communications may not be ensured when using this handset.

EXPOSURE TO RADIO FREQUENCY SIGNALS

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured, see below.

	Head	Body
DH7-xxxx	0.042 W/kg	0.074 W/kg

The handset is designed to be worn with the display towards the body for best radio performance. SAR testing is made with no separation, to approve the device to be carried close to the body.

This device must not be co-located or operating in conjunction with any other antenna or transmitter.

Use of non-approved accessories may violate the FCC and IC guidelines for RF exposure and should be avoided.

PRECAUTIONS

HANDSET

- Avoid volume levels that may be harmful to your hearing. Exposure to excessive sound pressure from a handset's earpiece or headset may cause permanent hearing loss.
- Low volume levels might result in missed alerts.
- Only use the handset in temperatures between:
  -5 °C and +45 °C (23 °F and 113 °F).
- Avoid exposing the handset to direct sunlight, heat sources and moisture.
- Do not place a cold handset in a charger.
- Avoid sudden temperature changes to prevent condensation in the handset. It is recommended to put the handset into an air tight plastic bag until the temperature is adjusted, for example, when entering or leaving a cold/heated building on a warm/cold day.
- If the handset has been exposed to water or condense, remove the battery immediately, and let it dry completely before re-inserting the battery.
- Do not expose the handset to open flame.
- Protect your handset from aggressive liquids and vapors.
- Remove the handset from the Charger before cleaning the handset to reduce risk of electric shock.
- Keep the handset away from strong electromagnetic fields.
- The handset may retain small metal objects around the earpiece region.
- Do not place heavy objects on the handset.
- Do not allow children to play with the product packaging material. This could cause choking and/or suffocation.
- Do not allow children to play with the handset. It is not a toy.

BATTERY

- Do not immerse the battery into water. This could short-circuit and damage the battery.
- Do not expose the battery to an open flame. This could cause the battery to explode.
- Do not allow the metal contacts on the battery to touch another metal object. This could short-circuit and damage the battery.
- Do not leave the battery where it could be subjected to extremely high temperatures, such as inside a car on a hot day.
- Use the Desktop Charger, the Charging Rack, or the Battery Pack Charger for charging. Charge the battery for at least one hour the first time you use the battery.
- Do not charge the battery when the ambient room temperature is above 40 °C or below 5 °C (above 104 °F or below 41 °F).
- Do not attempt to take the battery apart.

- Do not remove the battery, unless it needs to be replaced.
- Power off the handset before removing the battery.

BATTERY DISPOSAL

- Defective batteries must be returned to a collection point for chemical waste disposal.

Mitel
Powering connections
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