

ICON DECT1 USER GUIDE



ICON DECT1 USER GUIDE

VOICE QUALITY DISCLAIMER

Quality of Service (QoS) Requirements for Voice Over IP (VOIP). The ICON DECT1 handset and the Iwatsu Enterprise-CS uses VOIP (Telephony over Transmission Control Protocol/Internet Protocol (TCP/IP) and Session Initiation Protocol (SIP) over wired and/or wireless facilities) for voice traffic. Due to the fact that voice traffic is dependant upon the local and wide area network, the user may experience certain compromises in performance, reliability and security due to transmission facilities QoS and bandwidth problems, even when the Equipment performs to the specification.

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Important Safety Instructions!

When using your handset, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- This unit is **NOT waterproof. DO NOT** expose this unit to rain or moisture.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Use only the power cord and batteries indicated in this manual.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
- Do not place the handset in any charging cradle without the battery installed and the battery cover securely in place.

SAVE THESE INSTRUCTIONS!



CAUTION!

Risk of explosion if battery is replaced by an incorrect type!

Dispose of used batteries according to the instructions. Do not open or mutilate the battery. Disconnect the battery before shipping this product.

For more details, see the *Important Information* section on page 29.

Introduction

The ICON DECT 1 wireless handset is a DECT handset that allows Iwatsu ECS users to make and receive calls while roaming around their office or campus. Features include:

- Roaming.
- Seamless handover between base stations.
- Hold, transfer and conference (using ECS 3-digit Feature Access Codes) calls
- User-friendly interface with context sensitive soft keys.
- Shared central directory with 200 entries.
- Call log records the last 50 calls, whether incoming or outgoing.
- Twelve speed dial keys (numbers **2** through **9** on the twelve-key dial pad and the four bottom feature keys).

About This Document

This document explains how to use the Icon DECT1 handsets; for information on system configuration and base installation, see the System Installation Guide.

Manual Conventions

This manual uses several different type styles to distinguish between different parts of the system:

- **Bold underline** indicates a key or button on the handset
- **Reverse out** indicates a soft key on the handset.
- *Italics* indicates text on the display, such as menu options, prompts, and confirmation messages
- ALL CAPS, NARROW indicates a status light on the handset or base.

Terms and Abbreviations

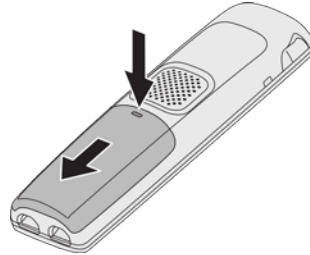
This document uses the following terms and abbreviations:

Base	The main part of the system that connects to the VoIP network and manages calls. All handsets must be registered to a base before use.
Charger	The cradle that stores and charges a handset; it also contains a spare battery charger.
During a call	The station is currently on a call or has activated a dial tone.
Handset	The cordless handset that you use to dial and talk to callers.
In standby	The handset is inactive or idle.

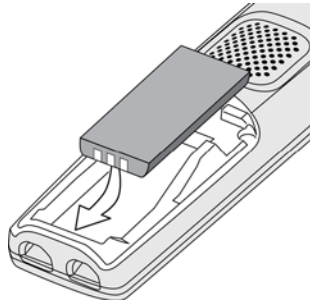
Getting Started

Charging the Battery

- 1) Unpack the handset, battery, and battery cover. If the battery cover is already on the handset, press in on the notch and slide the cover down and off.



Align the battery so the contacts face the bottom of the handset and the flat side faces up.



Insert the bottom of the battery first, then lay the battery down and push it gently until it snaps into place.

Replace the cover and slide it up into place.

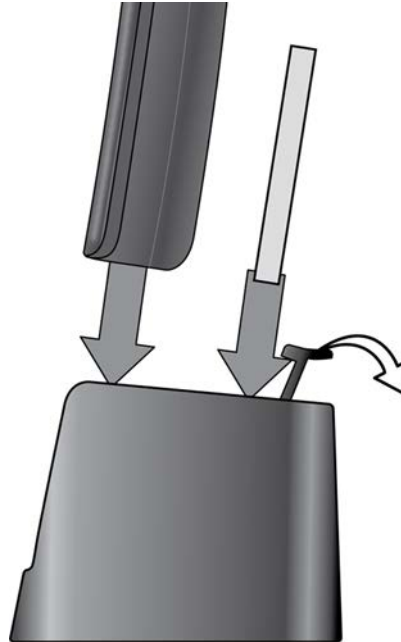


Connect the charger AC adapter to the charger's AC jack.

Plug the other end of the adapter into a standard 120V AC power outlet.


Place the handset in the charger with the display facing forward. The display on the handset should light up and the charger LED should turn on. If it doesn't, reset the handset or try plugging the AC adapter into a different outlet.

Place the spare battery in the back section of the charger. (Pull the battery latch back to insert the battery.)



Charge each battery completely (about 10 hours) before using it.

Powering on the Handset

To power on the handset, press **End** (). The handset searches for a base and connects to the unit with the strongest signal.

To power off the handset, press and hold **End** for about 4 seconds.

Attaching the Belt Clip







Line up the holes on each side of the handset. Insert the belt clip into the holes on each side of the handset. Press down until it clicks.

To remove the belt clip, pull either side of the belt clip to release the tabs from the holes.

Basic Operation

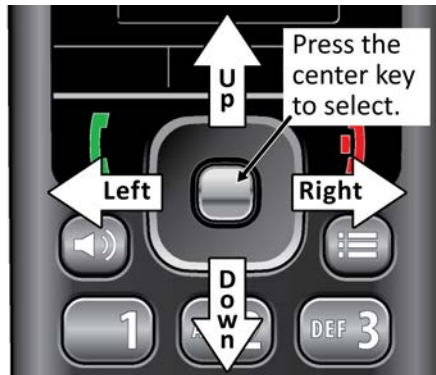
Keys and Their Functions



Key name (and icon)	What it does
Talk ()	<ul style="list-style-type: none"> - In standby: start a telephone call. - While the handset is ringing: answer the incoming call.
Speaker ()	<ul style="list-style-type: none"> - Switch a call to the speakerphone (and back).
End ()	<ul style="list-style-type: none"> - During a call: hang up. - In the menu or any list: go back one screen.
Select	<ul style="list-style-type: none"> - In the menu or any list: select the highlighted item.
Menu ()	<ul style="list-style-type: none"> - Open or close the menu.
Soft keys	<p>The soft keys automatically change their function based on what you are doing. See "Using soft keys" on page 9.</p> <p>NOTE: The Conference and Swap soft key functions are not supported when the ICON DECT 1 phone is used on the Iwatsu Enterprise-CS system.</p>
Function keys 1 through 4 (F1 through F4)	Dials the contact assigned to the key (see page Assigning Contacts to a Speed Dial Number on page 22).
Four-way key: <ul style="list-style-type: none"> - Up - Down - Right - Left 	<ul style="list-style-type: none"> - Move the cursor up one line. - Move the cursor down one line. - Move the cursor to the right. - Move the cursor to the left.
Side Keys:	
Mute	<ul style="list-style-type: none"> - During a call: mute the microphone.
Plus ()	<ul style="list-style-type: none"> - During a call: increase the call volume.
Minus ()	<ul style="list-style-type: none"> - During a call: decrease the call volume.

Using the Four-Way Key

- Press the top of the key to move the cursor **Up**.
- Press the bottom of the key to move the cursor **Down**.
- Press the **Right** side of the key to move the cursor to the right.
- Press the **Left** side of the key to move the cursor to the left.
- Press the center key to **Select** the currently highlighted item.



Using soft keys

Soft keys are controlled by the software: they will automatically change their function depending on what you're currently doing:

NOTE: The Conference and Swap soft key functions are not supported when the ICON DECT 1 phone is used on the Iwatsu Enterprise-CS system.



- The description of the soft key's current function appears in the bottom of the display directly above the corresponding key.
- If the description for a soft key is blank, that key doesn't currently have a function.

- Sometimes, the current function of a soft key can duplicate the function of a regular key. If this happens, you can press either key.
- When referring to a soft key, this manual prints the key description in white text on a dark background.

Entering text on the handset

To enter text in the handset (for example, entering a name in the contact list), press the number key that corresponds to the letter you want to enter.

- Press the key once to enter the first letter on the number key.
- Press the key twice to enter the second letter, and three times to enter the third.
- Press the key a fourth time to enter the number on the key.
- The list of letters for each key appears in the lower right corner of the display so you can see what letter you are about to enter.







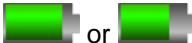














- The handset uses capital letters as the first character and lower case letters after that. To switch between upper case letter, lower case letters, and numbers, press **#**.
- To enter a symbol, press **1** to cycle through the available symbols or press **Symbol** and select the symbol you want to enter.
- If two letters in a row use the same number key, enter the first letter. Wait for the cursor to move to the next position, then enter the second letter.
- Press **Select** or **Save** when you're finished.
- If you make a mistake while entering a name, move the cursor to right of the incorrect character and press **Clear**. The handset deletes the character to the left of the cursor (like the backspace key on a keyboard).

Reading the Display and Status LEDs

Display icons and what they mean

Since the icons appear based on what you're doing with the handset, you won't ever see all of these icons at the same time.

Icon	Meaning
	You have a new voice message.
	The ringer is turned off: this handset will not ring when a call comes in.
	The keys are locked (see page 26).
	The handset is currently on a call.
	The microphone is muted, and the caller can't hear you.
Battery status	
	The battery is fully charged.
 or 	The battery is more than half charged.
 or 	The battery is about half charged.
 or 	The battery is getting low.
 or 	The battery is very low: change the battery or put the handset in the charger.
(Rotating icons)	The battery is charging.
Signal status	
	The signal from the base is very weak.
	The signal from the base is weak.
	The signal from the base is good.
	The signal from the base is strong.

Icon	Meaning
	The signal from the base is excellent

LED states and what they mean

Charger LEDs	Meaning
HANDSET STATUS	<ul style="list-style-type: none"> - On: the handset is properly seated in the charger. - Off: the handset is not in the charger or is not properly seated.
BATTERY STATUS	<ul style="list-style-type: none"> - On: the spare battery is charging. - Off: the spare battery is completely charged.

Handset LEDs	Meaning
STATUS	Configurable by the user (see below).
F1 (in function key 1) F2 (in function key 2) F3 (in function key 3) F4 (in function key 4)	LEDs do not illuminate.

Configuring the STATUS LED on the handset

The STATUS LED at the top of the handset has three available colors, red, green and yellow, which are configurable by the user. You can specify what color the STATUS LED turns when you missed a call, have a new voice message, or need to recharge the battery.

- 1) Press **Menu** to open the main menu screen.
- 2) Select the *General Settings* icon, then select *LED signal*.
- 3) Select *RED LED*, then choose what you want the red LED to mean.
- 4) Press **End** to go back one menu level, then repeat the same selection with the *Green LED* and *Yellow LED*.

For future reference, record your settings in the table on the following page. For example, if you set the LED to turn yellow when you miss a call, place an X under *Missed call* on the YELLOW LED row.

LED color	<i>Missed call</i>	<i>Voice mail</i>	<i>Low Battery</i>	<i>None (Off)</i>
RED				
GREEN				
YELLOW				

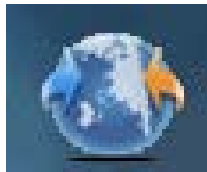
Using the Menu

- To open the menu, press **Menu**. The handset displays the main menu screen below.
- Use the four-way key to move the cursor and highlight items. When you highlight each item, the handset shows the current setting for that item in the display.
- To select the highlighted item, press **Select**.
- To go back one level in the menu, press **End**.
- If you don't press any keys for 1 minute, the handset exits the menu.

Main Menu Screen



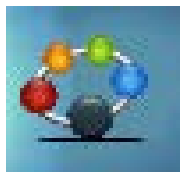
Contacts



Central Directory



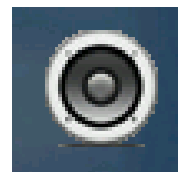
Calls



Connectivity



Settings



Audio



Alarm

Contacts Screen (Local Contacts)

The main *Contacts* screen shows the list of contacts stored locally on this handset. When you highlight a contact, you can use one of the following soft keys:

Soft key	Operation
Call	Dial the phone number showing on the display. (Press Right to scroll through each phone number saved for this contact.)
Edit	Edit the selected contact's information.
More	See more options for the contact list.

To see options for the contact list, press **More**.

<i>Add contact</i>	<p>Add a contact to the list. You can enter the following information:</p> <ul style="list-style-type: none"> - Name - Up to four phone numbers (Work, Mobile, Home, and Other); you must enter at least one phone number. - Ringtone <p>If the contact list is empty, this is the only available option.</p>
<i>Edit before call</i>	Edit the selected contact's phone number before you dial it. This will not edit the number in the contact list.
<i>Edit contact</i>	Edit the selected contact's information.
<i>Delete contact</i>	Delete the selected contact.
<i>Delete all contacts</i>	Erase the entire contact list.
<i>Speed dial</i>	Assign the selected contact to a speed dial number.

Central Directory Screen (Global Contacts)

The main *Central Directory* screen shows the list of contacts stored globally on the system. When you highlight a contact in the directory, press **Call** to dial that contact.

Calls Screen

The main *Calls* screen shows the last 50 calls (whether incoming or outgoing) on this handset. When you highlight a call on the list, you can use one of the following soft keys:

Soft key	Operation
Call	Return the selected call.
View	See more details about the selected call.
More	See more options for the call list.

To see options for the call list, press **More**.

<i>Save as contact</i>	Add the name and phone number from the selected call record as a new contact.
<i>Append to contact</i>	Add the number from the selected call record to an existing contact; the handset prompts you to select a contact and phone number slot.
<i>Edit before call</i>	Edit the selected phone number before you dial it.
<i>Delete item</i>	Delete the selected call record.
<i>Delete all items</i>	Erase all records from call list.

Connectivity Screen

The operations on this screen require administrator-level access to the base. Contact your system administrator before selecting any of these operations. See the System Installation Guide for more information.

<i>Register</i>	Register the handset to a base. This option only functions if the handset is not currently registered and displays a <i>Deregistered</i> message.
<i>Deregister</i>	Clear the handset's registration information. Once the handset is deregistered, it will not function until it is registered to a base.

Settings Screen

<i>Time & date</i>	Select the format you prefer for time and date display: – <i>Time format</i> : Select 24 hour or AM/PM – <i>Date format</i> : Select one of 6 standard date formats.
<i>Language</i>	Select the handset's display language. As you highlight each language, the display changes to that language. When you see the language you want to use, press Select .
<i>LED signal</i>	Configure what color the STATUS LED turns when you miss a call, have a new voice message, or need to recharge the battery. See page 13 for more information.
<i>Security</i>	Set handset security features. See page 26 for more information.
<i>Handset name</i>	Change the name the handset displays on the standby screen.
<i>Reset settings</i>	Reset all the options on this handset to factory default values (see Resetting Handsets on page 31).

<i>Status</i>	<p>The status screen displays the following information (you will have to scroll down to see all the fields):</p> <ul style="list-style-type: none"> – The IP address, MAC address, and system name of the base this handset is registered to. – The hardware version and software version of the base this handset is registered to. – The hardware version and the software version of this handset. – The current band DECT radio band the handset is operating in. – The handset's battery level. – The handset's IPEI.
<i>Auto answer</i>	<p>Choose how you want the handset to answer incoming calls:</p> <ul style="list-style-type: none"> – <i>Normal</i> (default): you must press Talk to answer calls. – <i>Any key</i>: you can press any key to answer calls. – <i>Automatic</i>: the handset answers all calls after 5 seconds.
<i>Silent charging</i>	<p>Choose how the handset responds to incoming calls while it is charging:</p> <ul style="list-style-type: none"> – <i>Off</i>: The handset rings normally and displays the incoming call screen. – <i>Disconnected</i>: The handset does not respond to incoming calls at all. – <i>Silent</i>: The handset does not ring, but it does display the incoming call screen.
<i>Do not disturb</i>	<p>Turn on the Do Not Disturb feature. See page 19 for more information.</p>

Audio Screen

Change the ringer tone and volume.

<i>Ring volume</i>	<p>Set the ringer volume. Press Up to raise the volume and Down to lower the volume. Press Select or OK when you're satisfied with the volume setting.</p>
<i>Ring melody</i>	<p>Choose this handset's ring melody. As you highlight each ring melody, press Play to hear a sample. When you hear the melody you want, press Select.</p>
<i>Alert volume</i>	<p>Set the volume for notification tones. Press Up to raise the volume and Down to lower the volume. Press Select or OK when you're satisfied with the volume setting.</p>
<i>Alert tone</i>	<p>Choose the tone this handset uses for alerts and notifications. As you highlight each tone, press Play to hear a sample. When you hear the tone you want, press Select.</p>

<i>Vibrator</i>	<p>Have the handset vibrate on an incoming call or a notification. Select one of the following:</p> <ul style="list-style-type: none"> - <i>Off</i>: The handset will not vibrate at all. - <i>Vibrate then ring</i>: The handset will vibrate first, then sound the tone or melody on the second ring. - <i>Vibrate only</i>: The handset will only vibrate, not ring. - <i>Vibrate and ring</i>: The handset will vibrate and ring at the same time.
<i>Key sound</i>	<p>Have the keypad sound a tone when you press a key. Choose one of two sounds (<i>Click</i> or <i>Tone</i>) or select <i>Silent</i> to turn off the keypad tone off. The tone will be activated after you press Select or OK.</p>
<i>Confirmation sound</i>	<p>Press On if you want the handset to sound a tone each time you change a setting. Press Off to disable this tone.</p>
<i>Coverage warning</i>	<p>Press On if you want the handset to sound a warning when you approach the edge of the base's range. Press Off to disable this tone.</p>
<i>Charger warning</i>	<p>Press On if you want the handset to sound a warning when the battery is getting low. Press Off to disable this tone.</p>

Alarms Screen

See page 27 for information on setting alarms on the handset.

<i>Alarm</i>	<p>Set a one-time alarm on this handset. Enter the time you want the alarm to sound and press Save.</p>
<i>Recurrent alarm</i>	<p>Set an alarm to sound on specific days of the week. Enter the time you want the alarm to sound and press Save. The handset then prompts you to select which days you want the alarm to sound.</p>
<i>Snooze time</i>	<p>Select the amount of time alarms remain snoozed before ringing again. Choose from 1 through 10 minutes, in one minute increments; the default is 10 minutes.</p>

Using Common Features

Making and Receiving Calls

To...	From the earpiece	From the speakerphone
make a call: Dial the number, then...	press Talk .	press Speaker .
answer a call	press Talk .	press Speaker .
reject a call	press Reject .	
silence the ringer	press Silent .	
mute the microphone during a call	press Mute . Press again to turn the microphone back on.	
switch between the speakerphone and earpiece	press Speaker .	
put a call on hold	press Hold . If the call remains on hold for longer than the hold time, it rings again.	
return to a call on hold	press Retrieve .	
hang up	press End .	

Transferring Calls

- 1) During a call, press **Transfer**. This automatically places the call on hold.
- 2) Dial the extension or phone number you want to transfer the call to and press **Talk**.
- 3) For an unattended transfer, press **Transfer** to complete the transfer.
- 4) For an attended transfer you can speak to the person you're transferring the call to; the caller remains on hold. To complete the transfer, press **Transfer** again.

Conference Call

NOTE: The Conference soft key function is not supported when the ICON DECT 1 phone is used on the Iwatsu Enterprise-CS system. In order to start a conference call, the Iwatsu Enterprise-CS feature access code must be used. Consult your Iwatsu Enterprise-CS

Using Do Not Disturb

While do not disturb is on, the handset turns off the ringer and ignores all incoming calls. Callers will hear a busy signal. (Outgoing calls are not affected.)

- 1) From the main menu screen, select the *Settings* icon.

- 2) On the **Settings** screen, select **Do not disturb**.
- 3) Select **Enable** to turn on Do not disturb or **Disable** to turn it off.

Changing the Audio Volume

Each handset has individual volume settings for the earpiece, the speakerphone, and the headset jack: press **Plus** to increase the volume of the item you are currently listening to and **Minus** to decrease it. The handset saves the volume setting.

Using the Call Lists

The handset saves the last 50 calls (whether incoming or outgoing) to the call list.

To...	Press
Open the call list	Press Calls to see all calls on the lists. Use Right and Left to select the specific call list you want to review: <ul style="list-style-type: none"> – <i>Answered calls</i> – <i>Dialed calls</i> (numbers dialed from this handset) – <i>Missed calls</i>
Scroll through the list	Press Down to scroll through the list from newest to oldest. Press Up to scroll from oldest to newest.
See details on a call	Highlight the call record in the list and press View .
Dial a number	Highlight the call record you want to dial and press Talk or Call .
Add a number to the contact list	<ol style="list-style-type: none"> 1. Highlight the call record and press More. 2. Select <i>Append to a contact</i> to add this phone number to an existing contact. OR select <i>Add to contact list</i> to create a new contact for this call record;
Delete records from the call list	Press More . Select <i>Delete item</i> to erase the selected call record; select <i>Delete all items</i> to erase all records on the list.
Close the list	Press End .

Using the Contact List and Central Directory

Contact List (local)

- Up to 100 entries
- Unique to each handset
- Stored locally: can be edited by the end user of the handset

Central Directory (global)

- Up to 200 entries
- Shared by all users on the system
- Stored in the system: can only be edited by a system administrator

Navigating the Lists

To...	From the contact list...	From the central directory...
Open or close the list	Open the main menu and select the <i>Contacts</i> icon.	Open the main menu and select the <i>Central Directory</i> icon.
Scroll through the entries	Press Down to scroll through the contact list from A to Z or Up to scroll from Z to A.	
Jump to entries that start with a certain letter	Press the number key corresponding to the letter you want to jump to.	NA
Dial a contact	Find the contact you want, and press Call or Talk .	

Local Contact List Functions

Adding contacts

1) Open the main menu screen and select the *Contacts* icon.

Press **More** and select *Add contact*. (If the contact list is empty, this is the only available option.)

Select *Name* and enter the name you want to use for this contact.

Select one of the four phone number slots (*Work, Mobile, Home, or Other*) and enter the phone number you want to use for this contact. You must enter at least one phone number, but it doesn't matter which of the slots you use.

To set a special ringtone for this contact, select *Ringtone* and choose the ringtone you want the handset to use when this contact calls. (To hear a sample of the ringtone, press **Play**.)

Deleting contacts

1) Open the main menu screen and select the *Contacts* icon.

Highlight the contact you want to erase and press **More**.

To erase this contact only, select *Delete contact*; to erase all contacts from this local list, select *Delete all contacts*.

When the handset prompts you to confirm, press **OK**.

Edit a contact's phone number before dialing

1) Open the main menu screen and select the *Contacts* icon.

Highlight the contact you want to call and press **More**.

Select *Edit before dial*, then edit the phone number.

When you're finished editing the number, press **Call** or **Talk**.

This will not change the phone number stored in the contact list.

Assigning Contacts to a Speed Dial Number

Your handset provides a total of 12 speed dial keys that you can assign to any contact: Keys **2** through **9** on the twelve key dial pad and the four function keys at the bottom of the handset (**F1** through **F4**)

1) Open the main menu screen and select the *Contacts* icon.

Highlight the contact you want to assign, and press **More**.

Select *Speed dial*. The handset shows the list of speed dial numbers and what contacts are assigned.

- The speed dial numbers from 2 through 9 correspond to the number keys on the dial pad.
- The speed dial numbers 10 through 13 correspond to **F1** through **F4**, respectively.

Select the speed dial number you want to assign this contact to and press **Add**. If the number you select is already assigned, press **Delete** to erase the existing assignment or press **Replace** to overwrite the assignment with the new contact.

Making a call from a speed dial number

Press the function key (**F1** through **F4**) or press and hold the number key that you assigned the contact to. The handset automatically dials the first phone number on that contact record.

Using Dial Codes to Access Iwatsu ECS System Features

Putting a Call on Hold Using Iwatsu ECS Dial Codes

- 1) When on a call press **HOLD**
- 2) Dial the Exclusive Hold code 508.
- 3) Press **TALK**.
- 4) Press **END**.
- 5) A call placed on Hold may only be picked up by the extension that placed the call on Hold.

Picking Up a Call on Hold Using ECS Dial Codes

- 1) Dial the Exclusive Hold code (**508**) and you will be connected to the call.
- 2) Press **TALK**.

Parking a Call Using ECS Dial Codes

Call Park is similar to Hold but allows others to retrieve a call from another extension.

- 1) When speaking on an outside line press **HOLD**.
- 2) Wait for the dial tone then dial the Call Park code **512**.
- 3) Press **TALK**.
- 4) Wait for a confirmation tone then press **END**

Picking Up a Call Parked at Your Extension Using ECS Dial Codes

- 1) Dial the Call Park code **512**
- 2) Press **TALK** and you will be connected to the call.

Picking up a Call Parked at Another Extension Using ECS Dial Codes

- 1) Dial the Call Park Pick-Up code **513**.
- 2) Dial the extension number of the extension that placed the call on Call Park and you will be connected to the call.
- 3) Press **TALK**.

Call Park / Swap

When you have a call on Call Park and are involved in a second call and wish to alternate between calls:

- 1) Dial the Call Park code **512** and you will be connected to the call that was on Call Park and the second call will be placed on Call Park
- 2) Press **TALK**
- 3) You may continue to alternate between calls by repeating the above procedure.

Call Pick-Up - Direct Call Pick-Up

Answer a call ringing at any extension in the office.

- 1) Dial the Direct Call Pick-Up code **511**.
- 2) Dial the extension number of the ringing phone.
- 3) Press **TALK** and wait for dial tone.

Call Pick-Up - Internal Group Call Pick-Up

Allows extensions to be grouped together, eliminating the need to dial the ringing extension number to answer the call.

- 1) Dial the Internal Group Call Pick-Up code **509**.
- 2) Press **TALK** and wait for dial tone.

Call Pick-Up - External Group Call Pick-Up

Answer a ringing Group Call Pick-Up group call when you do not belong to that group.

- 1) Dial the External Group Call Pick-Up code **510**.
- 2) Dial the External Group external group number.
- 3) Press **TALK** and wait for dial tone.

Conference – Add-On Conference

Not Supported using ECS dial codes.

Conference – Multi-Line

(Up to 2 outside & 1 inside parties)

- 1) While speaking on an outside call press **HOLD**
- 2) Dial the Exclusive Hold code **508**.

- 3) Press **END**
- 4) Dial the second outside party.
- 5) Press **TALK**
- 6) Press **HOLD**
- 7) Dial the Conference Code **516** to connect all parties in a multi-line conference.

Conference – Trunk-To-Trunk

(Up to 2 outside parties)

When you are speaking with two outside parties in a Multi-line Conference call and wish to leave the call:

- 1) Press **HOLD**
- 2) Dial the Exclusive Hold code **508**
- 3) Press **TALK**
- 4) Hang up

Note: You can not rejoin the trunk-to- trunk conference

Call Forwarding – Set Forward Destination

- 1) Press **TALK** and wait for dial tone.
- 2) Enter the Call Forward Code **522**.
- 3) Enter the Call Type you wish to forward.
1 = All calls (CO/Intercom).
2 = CO calls only.
3 = Intercom calls only.
- 4) Enter the Flexible Call Forward Mode.
1 = All calls to another extension or hunt group.
2 = Busy/No Answer calls to another extension or hunt group.
3 = No Answer calls to another extension or hunt group.
4 = All Calls forward to an external number (using Personal Speed Dial Codes 90-99).
- 5) Do one of the following:
If you chose Mode 1,2, or 3, enter the extension or hunt group number.
If you chose Mode 4, enter the Personal Speed Dial Code (90-99).
Note: When the setting is valid, you will hear a confirmation tone.
If the setting is invalid, you will hear a warning tone.
- 6) Press **END**.

Call Forwarding – Forward Cancel

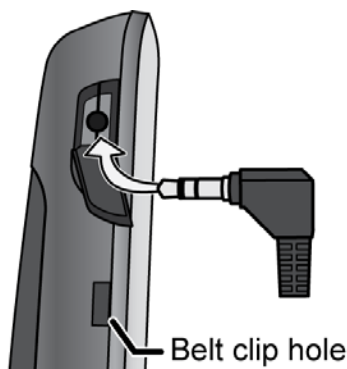
You may cancel the forwarding of All calls, CO calls only, or Intercom calls only.

- 1) Press **TALK** and wait for dial tone.
- 2) Enter the Cancel Code **501**.
- 3) Enter the Call Forward Code **522**.
- 4) Enter the Call Type number you wish to cancel.
1 = All calls (CO/Intercom).
2 = CO calls only.
3 = Intercom calls only.
Note: When the setting is valid, you will hear a confirmation tone.
If the setting is invalid, you will hear a warning tone.
- 5) Press **END**.

Using an Optional Headset

You can use a standard 2.5 mm telephone headset with your handset.

- To install a headset, remove the headset jack cover and insert the headset plug into the jack. You can do this with the phone in standby or during a call.
- Just make and receive calls as usual, and plug in your headset to talk to the caller after the call connects.
- When you connect a headset, the handset automatically mutes the earpiece and speaker. To re-activate the earpiece, just unplug the headset. To switch to speaker handset, press **Speaker**.



Using the Voice Mail Waiting Indicator

When you have new messages, the STATUS LED turns green, red, or yellow, according to the settings you selected in the *LED signal* menu (see page 13). After you listen to all new messages, the STATUS LED turns off.

Using the Security Menu

The *Security* menu lets you configure the keypad to automatically lock if the handset remains idle and change the PIN used to deregister or reset the handset.

Locking the Keypad

While the keys are locked, you will not be able to use any handset functions that require a key press, including making and receiving calls. You can still dial emergency numbers (911) while the keys are locked.

1) From the main menu screen, select the *Settings* icon.

On the *Settings* screen, select *Security*, then select *Automatic keylock*.

Select the amount of time (from *15 seconds* to *5 minutes*) you want the handset to wait before it locks the keypad, or select *Off* to have the handset never lock the keypad.

If the handset is idle for the amount of time you selected, it locks the keys. To unlock the keypad, press **Select** followed by *****. The keypad will remain unlocked until it remains inactive for the amount time selected above.

Changing the PIN

You must enter the PIN to deregister the handset or reset it to factory default settings. Do not change the PIN without notifying your system administrator!

1) From the main menu screen, select the *Settings* icon.

On the *Settings* screen, select *Security*.

Select *Change PIN*. The handset prompts you to enter the current PIN.

Enter the four digits of the current PIN and press **Select**.. The handset prompts you to enter the new PIN.

Enter the four digits you want to use as the new PIN and press **Select**..

Using Alarms

You can set two alarms on your handset: a one-time alarm and a recurring alarm.

Setting the Alarm

1) From the main menu screen, select the *Alarms* icon.

For a one-time alarm, select *Alarm*; for a repeating alarm, select *Recurrent alarm*.

Set the time you want the alarm to sound.

- Enter the time using the twelve-key dial pad, or use **Up** and **Down** to select the time.

- Select *AM* or *PM*.
- Press **Save** when you're finished.

For a recurrent alarm, the handset prompts you to select the days of the week you want the alarm to sound.

- To select a day, highlight the day and press **Mark**; selected days show a check mark beside the name.
- To clear a day, highlight the day and press **Unmark**.
- When you're finished, press **OK**.
- Select *Snooze time* to change how long the handset waits when you snooze an alarm. Choose from *1 minute* through *10 minutes*, in one-minute increments. (The default is 10 minutes.)
- When the alarm rings, press **Dismiss** to silence the alarm; press **Snooze** if you want the alarm to ring again after 10 minutes. (To change the length of time the handset waits, select *Snooze time* and choose from *1 minute* through *10 minutes*, in one-minute increments.)
- One-time alarms automatically turn themselves off after ringing. Recurring alarms will ring again on the next selected day. To turn off an alarm, select the alarm and press **Turn Off**.

Important Information

AC Adapter and Battery Information

**WARNING: The cord on this product contains lead, a chemical known to the State of California to cause birth defects or other reproductive harm.
*Wash hands after handling!***

AC adapter	
Part number	109564 / DECT1-HCHG
Input voltage	120V AC, 60 Hz
Output voltage	8V AC @ 300mA
Battery pack	
Part number	109560 / DECT1-SB
Capacity	3.7V 1100mAh Li-ion

- Use only the supplied AC adapters. Be sure to use the proper adapter for the base and any chargers.
- Do not place the power cord where it creates a trip hazard or where it could become chafed and create a fire or electrical hazard.
- Do not place the base in direct sunlight or subject it to high temperatures.
- Fully charged, the battery should provide about 8 hours of talk time and about 7 days of standby time. For best results, return the handset to the charger after each call to keep it fully charged.
- When the battery gets too low, the handset shows a low battery alert. If you hear a strange beep during a call, check the display: if you see the low battery alert, finish your conversation as quickly as possible and return the handset to the charger. If the handset is in standby, none of the keys will operate.
- With normal use, the battery should last about one year. Replace the battery when the talk time becomes short even when the battery is charged.

Rechargeable Battery Information

CAUTION!

Risk of explosion if battery is replaced by an incorrect type!

Dispose of used batteries according to the instructions.

Do not open or mutilate the battery.

Disconnect the battery before shipping this product.

- This equipment contains a rechargeable Lithium-Ion (Li-Ion) battery.

- The battery is not user-serviceable. Do not attempt to open the battery cell. In case of exposure to the cell contents, wash the affected area thoroughly and seek medical attention.
- Do not expose the battery to temperatures in excess of 140° F (60° C).
- Do not short-circuit the battery.
- Exercise care when handling the battery around conducting materials such as rings, bracelets, and buttons: conducting materials can short the battery, and the battery or conductor can overheat and cause burns.
- When charging this equipment, only use the charger designed to charge the battery pack as specified in the owner's manual: using any other charger may damage the product or cause the battery pack to explode.
- Before placing the handset in the charger, make sure the battery is installed and the battery cover is securely in place.
- Do not place the batteries in your regular trash. All batteries must be recycled or disposed of in an environmentally sound manner. Contact your local waste management officials for information and regulations on the proper collection, recycling, and disposal of batteries.

Rechargeable batteries must be recycled or disposed of properly.

Solving Problems

If you have any trouble with your handset, try these simple steps first.

If...	Try...
A handset can't make or receive calls.	– Moving the handset closer to the base.
A handset can make calls, but it won't ring.	– Making sure the ringer is turned on.
A handset is not working.	– Charging the battery for 15-20 hours. – Checking the battery connection.
A handset says <i>Searching</i> .	– Moving the handset closer to the base.

Weak or Hard to Hear Audio

If a caller's voice sounds weak or soft, the signal might be blocked by large metal objects or walls; you might also be too far from the base, or the handset's battery may be weak.

- Try moving around while you're on a call or moving closer to the base to see if the sound gets louder.
- Make sure the handset's battery is fully charged.
- Try adjusting the earpiece volume.

Noise or Static on the Line

Interference is the most common cause of noise or static on a cordless handset. Here are some common sources of interference:

- electrical appliances, especially microwave ovens
- computer equipment and DSL modems
- radio-based wireless devices, such as room monitors, wireless controllers, or wireless headsets or speakers
- florescent light fixtures (especially if they give off a buzzing noise)
- other services that use your handset line, like alarm systems, intercom systems, or broadband Internet service

If the static is... on 1 handset or in 1 location:	on all handsets or in all locations:
<ul style="list-style-type: none"> – Check nearby for one of the common interference sources. – Try moving the handset away from a suspected source, or try moving the suspected source so it's not between the handset and the base. – There is always more noise at the edges of the base's range. If the handset displays <i>Searching</i>, try moving closer to the base. 	<ul style="list-style-type: none"> – Check near the base for the source of interference. – Try moving the base away from a suspected source, or turn off the source if possible.

Resetting Handsets

You can reset all the handset options back to the default values; any customized settings (language, ring tones, volume, etc.), will be lost. (Resetting a handset will not deregister the handset from its base.)

1) On the handset, press **Menu**.

From the main menu screen, select the *Settings* icon.

On the *Settings* screen, select *Reset settings*.

When the handset asks you to confirm, press **Yes** to continue the reset; press **No** or **End** to cancel.

When the handset asks you to enter the PIN, enter the 4-digit code used to access this handset.

The handset reboots and restores all user settings to their default value.

Compliance Information

FCC Part 15 information

Note: 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, which establishes limits to provide reasonable protection against harmful interference in a residential installation. This equipment generates and can radiate radio frequency energy; if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, even in proper installations, there is no guarantee that interference will not occur. If you suspect this equipment is causing harmful interference to a radio or television receiver, try to correct the interference through the following steps:

- 1) Turn the equipment off and on to confirm interference.

Increase the separation between this equipment and the receiver.

Connect this equipment to an outlet on a different circuit from that to which the receiver is connected.

Reorient or relocate the antenna on the receiver.

Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications not expressly approved by the party responsible for compliance could void your authority to operate this equipment.

RF exposure information

This product complies with FCC radiation exposure limits under the following conditions:

- The base must be placed to allow a minimum of 20 cm (8 inches) between the antenna and all persons during normal operation.
- The base must not be co-located or operated in conjunction with any other antenna or transmitter.
- The handset is designed for body-worn operation and meets FCC RF exposure guidelines when used with any belt clip, carrying case, or other accessory supplied with this product.
- All necessary accessories are included in the package; any additional or optional accessories are not required for compliance with the guidelines.
- Third party accessories (unless approved by the manufacturer) should be avoided as these might not comply with FCC RF exposure guidelines.

Industry Canada (I.C.) Notice

The term IC before the radio certification number only signifies that Industry Canada technical specifications were met. Operation is subject to the following two conditions: (1) this device may not cause interference, & (2) this device must accept any interference, including interference that may cause undesired operation of the device. "Privacy of communications may not be ensured when using this telephone".



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