spectralink

Spectralink 7722/7742 Handset

User Guide

Contents

Getting Started

It is recommended that you read all information in this section before you use your handset.

Safety and Handling information is available online at http://support.spectralink.com/products.

Regulatory information is available online at http://support.spectralink.com/products.

> **Note:**
>
> This guide describes all possible menus/submenus/settings in the handset. If a menu/sub-menu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Handset Information

> **Warning:**
>
> Ensure that the adapter voltage is the same as the electrical outlet voltage. The handset uses radio signals and does not guarantee a connection in all circumstances. Do not rely on a cordless handset to make emergency calls.

> **Warning:** Magnetic earpiece
>
> The earpiece may retain magnetic objects.

> **Warning:** Hearing loss
>
> Do not hold the handset next to your ear when it is ringing as you can risk serious and permanent damage to your hearing.
>
> Excessive use of earphones and headphones can cause hearing loss.

> **Caution:** Authority to operate this equipment
>
> Changes or modifications to this equipment that are not approved by Spectralink may cause this equipment to fail to comply with part 15 of the FCC rules, voiding the user's authority to operate this equipment.

> **Caution:** Not user serviceable
>
> Spectralink products contain no user-serviceable parts inside. Refer servicing to qualified service personnel.

- Never use your handset under the following conditions:
  - in the vicinity of electrical detonators
  - in shielded rooms
  - in areas where radio transmission is forbidden

- Do not place a handset near:
  - water, moisture or damp areas
  - heat sources, direct sunlight or unventilated areas
  - devices which generate strong magnetic fields
  - areas where the handset can be covered, its ventilation impaired, liquid spilled on the unit or objects inserted into the handset through any openings.
  - areas with temperature extremes
- Check for small metal objects in the handset earpiece/mouthpiece before using the handset.
- Do not store or locate flammable liquids, gases, or explosive materials in the same compartment or vicinity as the cordless handset, its parts or accessories.

Handset Operational Warnings

Certain operational environments are potentially hazardous. Please read the following text carefully to ensure that you understand the handset's operating conditions.

Potentially Explosive Atmospheres

Do not take your handset into any area with a potentially explosive atmosphere. Do not remove, install, or charge batteries in such areas. Sparks in a potentially explosive atmosphere can cause an explosion or fire resulting in bodily injury or even death.

> **Warning:** Explosive Atmospheres
>
> Avoid areas with potentially explosive atmospheres include fueling areas such as lower decks on boats, fuel, or chemical transfer or storage facilities, areas where the air contains chemicals or particles such as grain, dust, or metal powders, and any other area where you would normally be advised to turn off your vehicle engine. Areas with potentially explosive atmospheres are often marked with signs, but not always.

Battery and Charger Information

Your handset is powered by a removable battery that you will need to fully charge before first using the handset and then recharge periodically.

> **Caution:** Battery and charger compatibility
>
> Only use batteries and chargers compatible with your handset. For more information, see "Product Compatibility" on page 121.

> **Caution:** Overheated battery
>
> If an overheated battery is detected, charging will suspend.

- Periodically clean the charge contacts on both the charger and handset.
- Do not leave a battery where it could be subjected to extremely high temperatures.

- Do not charge battery when the ambient room temperature is above 40°C/104°F or below 0°C/32°F.
- Do not replace batteries in potentially explosive environments, such as rooms where flammable liquids or gases are present.
- Do not charge batteries unless you use the approved power adaptor and the proper batteries.
- Use only rechargeable LI-Ion Battery Pack in the Spectralink 7xxx Handset.
- Do not disassemble, short circuit or dispose of in fire.
- Do not let battery or power adaptor come into contact with conductive metal objects.
- Power handset off before removing the battery.

> **Note:** Battery life
>
> How intensively you use your handset determines how frequently the battery will need to be charged. Under intensive use, battery replacement may be needed during a normal shift.
>
> Certain handset features require more battery capacity than others. Any battery life estimates are highly dependent on phone usage and the features that are deployed as well as the environment itself.
>
> After a length of time, batteries will lose the ability to maintain a charge and to perform at maximum capacity and will need to be replaced. This is normal for all batteries.

Battery Safety Notices

> **Warning:** Risk of explosion and fire
>
> The battery used in this device may present a risk of fire or chemical burn if mistreated. Do not disassemble, heat above 55°C, or incinerate. Charging temperature must not exceed 40°C
>
> THERE IS A RISK OF EXPLOSION OR FIRE IF YOU REPLACE THE BATTERY PACK WITH AN INCORRECT TYPE. USE ONLY SPECTRALINK BATTERY PACK MODEL DM322.

> **Warning:** Shock risk
>
> Risk of electric shock. Do not expose charger or battery to liquid, vapor, or rain.

> **Warning:** Handle batteries with care
>
> All batteries can cause property damage and/or bodily injury, such as burns, if a conductive material such as jewelry, keys, or beaded chains touches exposed terminals. The conductive material may complete an electrical circuit (short circuit) and become quite hot. Exercise care in handling any charged battery, particularly when placing it inside a pocket, purse, or other container with metal objects.

Battery Disposal

> ⚡ **Warning:** Proper disposal of batteries and recycling
>
> Do not throw away the battery with your domestic waste. Return used batteries to your supplier or servicing agent. The battery must be discarded according to instructions for battery collection for each local area.
>
> The batteries are recyclable. You can help preserve the environment by returning your unwanted batteries to your nearest recycling center for recycling or proper disposal.
>
> Visit www.spectralink.com/products/dect/waste-equipment-and-battery-recycling for further guidance on battery recycling.

Replacing Battery

> ⚠ **Caution:** Battery and charger compatibility
>
> Only use batteries and chargers compatible with your handset. For more information, see "Product Compatibility" on page 121.

> ⚡ **Warning:** Risk of explosion and fire
>
> The battery used in this device may present a risk of fire or chemical burn if mistreated. Do not disassemble, heat above 55°C, or incinerate. Charging temperature must not exceed 40°C
>
> THERE IS A RISK OF EXPLOSION OR FIRE IF YOU REPLACE THE BATTERY PACK WITH AN INCORRECT TYPE. USE ONLY SPECTRALINK BATTERY PACK MODEL DM322.

1. Push left to unlock the back cover.

2. Remove the screw.

3. Lift off back cover.
4. Remove the battery.

You find the product label, including the CE logo in the battery compartment.

5. Insert the battery with the label readable. First, insert the contact end aligning the contacts of the battery with the corresponding connectors in the battery compartment, then press the battery in place.

6. Replace the back cover, and replace the screw.

7. Push right to lock the back cover again.

Charger Options

The following types of chargers are available:

- Single Charger

- Dual Charger. The Dual Charger allows charging of a handset (battery within) and a separate battery without the handset at the same time.

Note:

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. This Class A digital apparatus complies with Canadian ICES-003. Cet appareil numerique de la ca1sse A est conforme a la norme NNB-003 du Canada.

- Handset Management Cradle with USB. The Handset Management Cradle supports a PC phone book management program (Handset and Repeater Management Tool), provided for the system administrator. For more information, see the Handset and Repeater Management Tool User Guide.

Note:

The Handset Management Cradle is a tool only for configuring the handset. It should not be used for charging the handset.

- Charger Rack (Multi Charger)

For more information about mounting the Charger Rack, see documentation available at http://support.spectralink.com/.

Charging Battery

> ⚠️ **Caution:** Battery and charger compatibility
>
> Only use batteries and chargers compatible with your handset. For more information, see "Product Compatibility" on page 121.

> ⚠️ **Caution:** Overheated battery
>
> If an overheated battery is detected, charging will suspend.

You must fully charge your handset's battery before you use it for the first time in order to maximize the battery's storage capacity and lifespan.

When charging battery for the first time, it is necessary to leave handset in charger for 14-16 hours for the battery to be fully charged. The battery is fully charged when the battery indicator becomes solid. For more information, see "Charging Battery", "Handset Display" on page 24 and "Status Icons" on page 26.

During normal operation, it takes approximately 6 hours to charge the handset from fully discharged to its full capacity. Turning the backlight off reduces charging time with approximately 2 hours.

> 📋 **Note:**
>
> The battery drains slowly even while the handset is turned off.

- Place handset in charger.

For correct charging, be sure the room temperature is between 0°C/32°F and 40°C/104°F. Do not place the handset in direct sunlight. The battery has a built-in heat sensor which will stop charging if the battery temperature is too high.

If the handset is turned off when charging, the display shows the blue charging icon ⚡ in the display center. The charging icon is replaced by the green fully charged icon ▬, when the battery is fully charged. If the handset is turned off when placed in the charger, there will be no reaction on incoming calls.

If the handset is turned on when charging, the display shows the yellow charging icon ⚡ in the status bar. The charging icon is replaced by the green fully charged icon ▬, when the battery is fully charged. The handset will not vibrate. The handset reacts normally for incoming calls.

The Spectralink Handset LED is red when charging and green when fully charged.

It is necessary to recharge battery when display shows the battery low icon ▬, or if the handset cannot be turned on. When the battery is completely discharged, the battery must be charged for a period before the handset can be turned on.

Cleaning Your Handset

> **Note:**
>
> You must remove the handset from charger and turn it off before cleaning. Do not use liquid cleaners or aerosol cleaners.

Your wireless handset may occasionally need to be cleaned. Generally, wiping the handset's surface with a water-dampened cloth or lightly moist paper towel will remove most films or residues. Commercial off-the-shelf solutions like Lysol® Disinfecting Wipes (or similar), which clearly shows in the ingredients list that it is "bleach-free" may also be used.

If the soiling is too stubborn for plain water, a mild liquid detergent solution may be mixed with water and used. However, be sure to always wipe away any residue with a plain water-dampened cloth.

It is important to note, that it is not allowed to spray directly on the handset. You should only occasionally clean the handset and always use a damp cloth or paper towel.

Turning Handset On/Off

For more information about the handset keys and display, see "Handset Keys" on page 19 and "Handset Display" on page 24.

To Turn Handset On

- Press left softkey to turn on handset.

To Turn Handset Off

1. Press left softkey until the question **'Turn off?'** appears in display.
2. Press **Yes** to confirm.

About Your Handset

Handset Keys
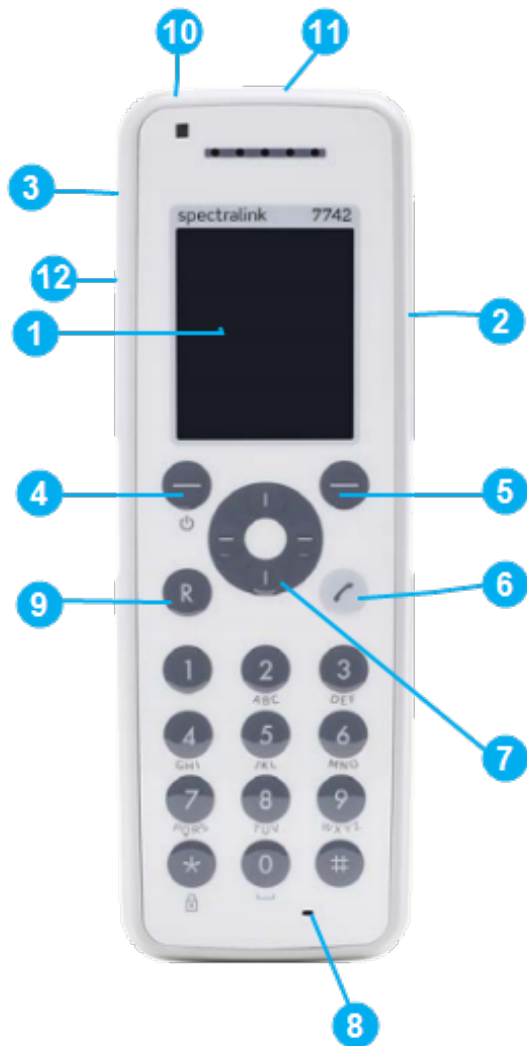
1	Display
2	Volume Control
3	Headset Connector
4	Left Softkey
5	Right Softkey
6	On/Off Hook
7	Four Way Navigation Key
8	Microphone
9	Call Transfer/Menu Exit
10	LED
11	Alarm button
12	Tear Off Cord (only 7742)

Handset Characters

Depending on the selected menu language, one of the following character sets is available:

- [Latin](#)
- [Cyrilic](#)
- [Turkish](#)

In standby mode, the following is possible:

- A short press on a key enters the digits 0 - 9 and the characters * and #.
- If you short press on # you can press it again quickly after to select between **.@p+T**.

In text mode, the following is possible:

- A short press on * makes upper case letters available. Pressing * again makes lower case letters available.
- The first character entered in a message or when adding/editing a name in e.g. phone book will be an upper case character followed by a lower case character (unless making a short press on * before entering the second character).
- If you short press on # you can press it again quickly after to select between the special characters **@$£¥§<>{|}[\]**.
- To add space in a text, make a short press on 0.

Latin Character Set

Button	Upper case latin character set													
1	?	!	1	-	+	*	/	=	&	(	)	%	¿	¡
2	A	B	C	2	Ä	Å	À	Á	Ã	Æ	Ç			
3	D	E	F	3	È	É	Ê	Ë						
4	G	H	I	4	ì	Í	Î	Ï						
5	J	K	L	5										
6	M	N	O	6	Ñ	Ö	Ó	Ô	Õ	Ø				
7	P	Q	R	S	7	ß								
8	T	U	V	8	Ü	Ù	Ú	Û						
9	W	X	Y	Z	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{	|	}	[	\	]

Button	Lower case latin character set													
1	?	!	1	-	+	*	/	=	&	(	)	%	¿	¡
2	a	b	c	2	ä	å	à	á	ã	æ	ç			
3	d	e	f	3	è	é	ê	ë						
4	g	h	i	4	ì	Í	Î	Ï						
5	j	k	l	5										
6	m	n	o	6	ñ	ô	ó	ô	õ	ø				
7	p	q	r	s	7	ß								
8	t	u	v	8	ü	ù	ú	û						
9	w	x	y	z	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{	|	}	[	\	]

Cyrilic Character Set

Button	Upper cyrilic character set													
1	?	!	1	-	+	*	/	=	&	(	)	%		
2	А	Б	В	Г	2									
3	Д	Е	Ж	З	3									
4	И	Й	К	Л	4									
5	М	Н	О	П	5									
6	Р	С	Т	У	6									
7	Ф	Х	Ц	Ч	7									
8	Ш	Щ	Ъ	Ы	8									
9	Ь	Э	Ю	Я	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{	|	}	[	\	]

Button	Lower cyrilic character set													
1	?	!	1	-	+	*	/	=	&	(	)	%		
2	а	б	в	г	2									
3	д	е	ж	з	3									
4	и	й	к	л	4									
5	м	н	о	п	5									
6	р	с	т	у	6									
7	ф	х	ц	ч	7									
8	ш	щ	ъ	ы	8									
9	ь	э	ю	я	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{			}	[	\	]

Turkish Character Set

Button	Upper case turkish character set													
1	?	!	1	-	+	*	/	=	&	(	)	%	¿	¡
2	A	B	C	2	Ä	Å	À	Á	Ã	Æ	Ç			
3	D	E	F	3	È	É	Ê	Ë						
4	G	H	I	4	Ģ	İ	ì	Í	Î	ï				
5	J	K	L	5										
6	M	N	O	6	Ñ	Ö	Ó	Ô	Õ	Ø				
7	P	Q	R	S	7	ß	Ş							
8	T	U	V	8	Ü	Ù	Ú	Û						
9	W	X	Y	Z	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{			}	[	\	]

Button	Lower case turkish character set												
1	?	!	1	-	+	*	/	=	&	(	)	%	¿	¡
2	a	b	c	2	ä	å	à	á	ã	æ	ç			
3	d	e	f	3	è	é	ê	ë						
4	g	h	i	4	ġ	ı	ì	Í	Î	Ï				
5	j	k	l	5										
6	m	n	o	6	ñ	ô	ó	ô	õ	ø				
7	p	q	r	s	7	ß	ş							
8	t	u	v	8	ü	ù	ú	û						
9	w	x	y	z	9									
0	space	,	.	0	:	;	_	"	'	~				
*	*													
#	#	@	$	£	¥	§	<	>	{	|	}	[	\	]

Handset Display

Screen Saver

The screen saver is divided in two parts:

1   Status Bar

   Information shown:

- display shows standby text, battery status, signal status ![icon] and e.g. presence status (system dependant) and personal settings. If bluetooth activated (only 7742), the bluetooth icon ![icon] is visible. If wireless headset connected (only 7742), the headset icon ![icon] is visible.

   The following icons can also be displayed in the status bar depending on the personal settings: ![icons]

   For more information, see "Status Icons" on page 26.

2   Display Center

   Information shown:

- Time and Date.

Pressing any key, will bring you to the home screen.

Home Screen

The home screen is divided in three parts:

1   Status Bar

Information shown:

- on hook (home screen/idle) - display shows standby text, battery status, signal status ▣)) and e.g. presence status (system dependant) and personal settings and time. If bluetooth activated (only 7742), the bluetooth icon ▣ is visible. If wireless headset connected (only 7742), the headset icon ▣ is visible.

  The following icons can also be displayed in the status bar depending on the personal

  settings: ▣ ▣ ▣ ▣ ▣ ▣
  For more information, see "Status Icons" on the next page.

- off hook - display shows call state.

2   Display Center

Information shown:

- on hook (home screen/idle) - display shows standby logo or call information when receiving an incoming call.
- off hook - display shows a telephone icon. If a wireless headset is connected to the handset (only 7742), the display shows a telephone icon if the audio is in the handset, and it shows a headset icon if the audio is in the headset.

3   Softkey Text

Information shown:

- on hook (idle) - display shows **Menu** and **Shortcut**.
  - Menu: gives access to the different functions of the handset. For more information, see "List of Menu Functions" on page 55.
  - Shortcut: personal shortcuts consist of functions you have chosen to add to a list of shortcuts. For more information, see "Personal Shortcuts" on page 49.
- off hook - display shows various terms according to the context of the specific function.

Status Icons

The following icons may appear in Status Bar or Display Center:

Indicates that the handset will soon be out of range.

Indicates that the handset is out of range or that the system is busy (no speech channels available).

Indicates that battery capacity is low.

Appears when you miss a call.

Appears when the handset is in alarm state (system dependant). License required.

Appears when you make an emergency call from a locked screen.

Appears when an incoming call arrives.

Appears when a private line call arrives (system dependant and only supported by Lync/Skype for Business).

Appears when you make a call.

Appears when the handset is off hook or a call is connected.

Appears when a private line call is connected (system dependant and only supported by Lync/Skype for Business).

Appears when you place a call on hold.

Appears when you receive a message.

Appears when the handset is placed in charger.

Appears when the battery is charging (when handset is turned on in charger)

Appears when the battery is fully charged (when handset is turned on in charger).

Appears when the battery is fully charged (when handset is turned off in charger).

Appears when the battery capacity is decreasing (when handset is out of charger).

Appears when absent in charger is turned on.

Notification.

Appears when executing device action.

Appears when device action is successfully completed.

Indicates that the keypad or screen is locked.

Appears when all sounds are disabled.

Appears when all sounds are enabled.

Appears when loudspeaker is turned on.

Appears when mic mute is turned on. Mic mute is a abbreviation of microphone mute.

Appears when bluetooth is activated. The icon disappears when a wireless headset is connected.

Appears when a wireless headset is connected.

Appears when auto answer is turned on.

Icon	Description
✉	Appears when a voice mail message arrives.
✉	Appears when there is an unread message in the inbox.
↗	Appears when you can call back to the person who has sent you a message.
⚠	Appears in status bar when the handset is in pre alarm state (system dependant). License required.
🔇	Appears in status bar when all sounds are disabled.
🔇	Appears in status bar when mic mute is turned on.
🔒	Appears in status bar when the keypad or screen is locked.
🔓	Appears in status bar when screen is unlocked.
🔊	Appears in status bar when loudspeaker is turned on.
🔊	Appears in status bar when handset is out of range.
📱	Appears in status bar if any of the motion sensor actions are active.
🟢	Appears in status bar when presence status is set to Available (system dependant and only supported by Lync/Skype for Business).
🔴	Appears in status bar when presence status is set to Busy (system dependant and only supported by Lync/Skype for Business).
⊖	Appears in status bar when presence status is set to Do Not Disturb (system dependant and only supported by Lync/Skype for Business).
🟡	Appears in status bar when presence status is set to Be Right Back (system dependant and only supported by Lync/Skype for Business).
🟡	Appears in status bar when presence status is set to Appear Away (system dependant and only supported by Lync/Skype for Business).
🕐	Appears in presence menu to reset status (system dependant and only supported by Lync/Skype for Business).

Voice Mail

If you have a new voice mail message waiting, a blue envelope icon ✉ appears in the display. The procedure for retrieving voice mail is system dependant. Contact your system administrator for more information.

Backlight

To save power the backlight can be set to automatically either dim or turn off. This will happen after the handset has been idle for a configurable time delay.

The display backlight automatically turns on again when e.g. an incoming call or message arrives, or if a key is pressed.

The backlight turns off when handset is idle after a preset period of time delay.

The time delay can be adjusted between eight levels. The highest level will result in infinite time delay, and the backlight will never dim or turn off. The other levels will dim with different time delays.

The default delay setting is 5 seconds. The delay can be adjusted between 2 - 15 seconds.

> **Note:**
>
> Turning display backlight off when handset is idle will save battery power.

Setting Backlight to Automatically Dim or Turn Off

When setting display backlight at dimmed, display information can still be seen vaguely when handset is idle. If set to off, backlight turns off.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Press **Change** to set backlight to **Dimmed** or **Off**.

Turning Backlight Automatically On

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Press **Change** to set backlight to **Dimmed**. Backlight is now turned on.

Adjusting Backlight Delay

You can adjust the period of time before backlight turns off or dims when handset is idle.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Scroll to **Delay**, and press **Change**.
5. Press the **left and right side of the navigation key** to adjust backlight delay.

   > **Note:**
   >
   > If adjusting backlight delay to maximum, then the backlight never turns off!

6. Press **Set**.

Navigating the Handset

The main part of the functions of the handset are grouped into different menus. In the following sections you will find a description of how to navigate these menus.

You navigate the handset using two softkeys and a four-way navigation key. The following figure illustrates the connection between these keys and the text shown in display.

Left Softkey
Pressing left softkey activates left softkey text.

Use left softkey to enter main menu. When in menu, use the key to confirm your choices.

Right Softkey
Pressing right softkey activates right softkey text.

Use right softkey to enter list of personal shortcuts. When in menu, use the key to return to previous menu.

Four-Way Navigation Key
Use the key to move around in menus. The four lines on the key illustrate the directions you move when pressing the key.

The handset also offers both personal and predefined shortcuts to selected functions in the menu.

Entering Main Menu

- To enter main menu, press **left softkey** to activate **Menu**.

Exiting Main Menu

- To exit main menu, press **R**.

Scrolling in Menus

- When in **Menu**, press **top or bottom of navigation key** to scroll up and down in menu.

Confirming Choices

- When in the relevant menu, press **left softkey** to confirm your choices. Various terms are being used in the softkey text according to the context of the specific function.

Navigating Cursor

- When in the relevant menu, press **left or right side of navigation key** to move cursor from side to side. This is especially relevant when you are writing/editing words or entering/editing numbers and want to delete a letter or digit.

- To delete, simply place cursor behind letter or digit, and press **right softkey** to activate **Delete**.

Adjusting Volume

It is possible to adjust the volume for the following:

- Ringing

  For more information, see "Ringing Volume" on page 84.

- Message alert

  For more information, see "To Adjust Message Alert Volume" on page 85.

- In a call/speaker

  For more information, see "Adjusting Speaker Volume" on the next page.

Returning to Previous Menu

- When in menu, press right softkey to activate **Back** or **Exit**. You now return to previous menu.

Leaving Menus

- To leave menu, press the **R** key. This key will exit menu at once.

Hearing Aid Compatibility (HAC)

Your handset has a hearing aid compatibility mode that adjusts the frequency response for users who have hearing aids equipped with telecoil inductive pickups. Acoustic pickup hearing aids will not respond to this adjustment. In a call, the minimum volume is 3 and maximum volume is 8 when HAC is activated.

To View Status of/Enable/Disable HAC

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Hearing aid comp**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

Adjusting Speaker Volume

Adjusting speaker volume can only be done when handset is off hook. The handset will remember the speaker volume until you make a new adjustment.

During a telephone conversion, you can adjust the speaker volume at any time in relation to the noise level of the surrounding environment.

Use key placed at the upper right side of handset for volume control.

> **Note:**
>
> Normally, the ear speaker volume has 8 steps (except when using HAC, that only allows use of step 3 - 8). If enabling echo cancellation, it is possible to increase the volume with 2 more steps (1 - 10). For more information, see "Echo Canceller" on page 112.

> **Note:**
>
> You can also turn the speakerphone on to use the handset hands free. For more information, see "Turning Speakerphone On/Off " on page 45.

To Turn Speaker Volume Up

- While off hook, press **top of volume key** to turn up volume.

To Turn Speaker Volume Down

- While off hook, press **bottom of volume key** to turn down volume.

Locking Keypad

You can lock keypad to prevent keys from being accidentally pressed. If using screen lock, then keypad lock is automatically disabled.

To Lock/Unlock Keypad

- Press **Menu** followed by * to lock keypad.
- Press **Unlock** followed by * to unlock keypad.

To answer a call when keypad is locked, press . When you end the call, the keypad automatically locks.

Setting Screen Security

You can set up a PIN (minimum 4 digits, maximum 12 digits) for your handset screen and define the screen to auto lock after a period of time of inactivity, requiring a PIN. This will prevent unauthorized access to your handset.

It is possible to make emergency calls to predefined emergency numbers from the Screen Lock menu or from a locked handset. If the handset is locked, a lock icon 🔒 appears in the display. The numbers must be stored in the local phone book before you can define them as emergency numbers. For more information about adding names/numbers to local phone book, see "Managing Contacts" on page 59.

To Enable/Disable Screen Lock and Set Up PIN

You will be prompted to set up a PIN when enabling the screen lock feature the first time.

If using keypad lock, this is automatically disabled when enabling screen lock.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Press **Change** to select **On** or **Off**, and then press **Save**.
6. If a PIN is set up, confirm by entering the current PIN, and press **OK**.
7. If no PIN is set up, and screen lock is turned on/off, then you will be prompted to enter a new PIN.

   - Enter a PIN, and press **OK**.

     The maximum PIN length is 12 digits. Minimum PIN length is 4 digits (default is 6 digits).

     If you press **Back**, this will cancel the current operation.

   - Repeat the PIN, and press **OK**.

8. Press **OK** again to return to **Screen lock**.

> **Note:**
>
> It is possible to change the PIN or disable the screen lock feature. It is also possible to change the auto screen lock time. The default screen lock time delay is 3 minutes. The auto screen lock time delay can be maximum 5 minutes. If the handset is locked, a lock icon 🔒 appears in the display.

> **Note:**
>
> The maximum number of allowed attempts to unlock the handset is 250 (default is 3 attempts), but it is possible to define values from 1 - 250 attempts. Information about attempts left, will only be shown when there are 10 attempts or less left before the handset will lock itself.
>
> If pressing an invalid PIN using the maximum defined attempts, then you must reset the handset to factory setting and resubscribe the handset to system. All information is lost. Unlocking the factory reset functionality requires a password.
>
> When handset is locked for further usage, you can still receive calls and make emergency calls, if emergency numbers have been defined.

For more information, see "To Change PIN for Screen Lock" on page 109, "To Change Auto-Lock Time" on page 109, "To Change PIN Length" on page 109, "To Change Screen Unlock Attempts " on page 110 and "To Reset to Factory Settings" on page 111.

To Define Emergency Numbers

Ensure that the number to be defined as emergency number exists in the local phone book. For more information about adding names/numbers to local phone book, see "Managing Contacts" on page 59

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Emergency Numbers**, and press **Select**.
7. Scroll to **Add number**, and press **Select**.

   Local phone book name/numbers are shown in a list.

8. Scroll to the name/number to be added to the list of emergency numbers, and then press **Select**.

   Repeat this if you want to add more name/numbers.

   It is possible to search for a name/number using normal phone book quick search.

   The emergency number will appear with a selected check box in the local phone book.

   To deselect a name/number, scroll to the relevant number, and press **Select** again.

For more information about making emergency calls, see "Making Emergency Call from Locked Handset or Screen Lock Menu" on page 40.

For more information about removing a number from the emergency call list, see "To Remove an Emergency Number From List of Emergency Numbers" on page 111.

Making Calls

Making Internal/External Calls

Note:

The handset must be subscribed and registered to make/answer a call.

- For internal calls, dial extension number. Contact your system administrator for a list of these extension numbers.
- For external calls, dial external code (or line pool code) to access an external line, then dial external number. Contact your system administrator to confirm what external code or line pool code to use.

Off Hook Dialling (Dial Directly)

1. Press 📞.
2. Dial number.
3. Press 📞 to end the call.

On Hook Dialling (Pre-Dial)

1. Dial number.
2. Press 📞.
3. Press 📞 to end the call.

Dial from Phone Book (Local)

The **Find Name** function of the handset's phone book makes it easy for you to find a contact.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
5. Press 📞.
6. If more than one number: scroll to the desired number and press 📞.

7. The display icon ⬜ appears until call is connected.

8. Press 📞 to end the call.

> **Timesaver:**
> Alternatively, press the **bottom of the navigation key** to enter the phone book. Scroll to the desired name or number, and press 📞 .

Dial from Call List

Call list shows up to 40 of your latest incoming, outgoing and missed calls (system dependent feature). When the call list memory is full, the handset automatically erases the oldest call when a new call is received in call list.

- Incoming calls are illustrated with green arrows ➡.
- Outgoing calls are illustrated with blue arrows ⬅.
- Missed calls are illustrated with red arrows ↘.
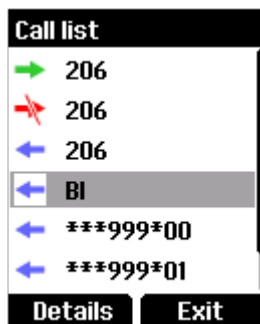
Dial from Call List

1. While on hook, press **left side of navigation key** to enter call list.
2. Scroll to the desired name or number, and press 📞 .

Dial from Missed Call List

1. While on hook, press **right side of navigation key** to enter missed call list.
2. Scroll to the desired name or number, and press 📞 .

Dial from Call Register

Call register shows up to 40 of your latest incoming, outgoing and missed calls (system dependent feature). When the call register memory is full, the handset automatically erases the oldest call when a new call is received in call list.

Dial from Call Register

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to the desired list, and press **Select**.
4. Scroll to the desired name or number, and press 📞 .

Redial

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Outgoing Calls**, and press **Select**.
4. Scroll to the desired name or number, and press 📞 .

> **Timesaver:**
>
> Alternatively, press the **left side of the navigation key** to enter the call list. Scroll to the desired name or number, and press 📞 .

Speed Dial

If you have assigned a number to one of the speed-dialing keys 0-9, do the following:

- Press and hold a key (0-9) for three seconds, until the call is initiated.

Initiating Ad-hoc Conference Call

Ad-hoc Conference call is a system dependant feature and only supported by Cisco Unified Communications Manager. Contact your system administrator for more information.

To Initiate an Ad-hoc Conference Call

1. Dial number.
2. Press 📞.
3. Press **Options**, scroll to **New call**, and press **Select**.
4. Dial a new number. The first call is automatically put on hold while dialing the second number.
5. Press 📞.
6. When the second call is connected, press **Options**, and then press **Join in conference**.
7. Press 📞 to end the call.

> **Note:**
>
> The maximum number of participants in an ad-hoc conference is system dependant. Repeat step 3 - 6 to add more numbers. Only the initiator of the conference can add numbers into the conference.
>
> It depends on the PBX settings whether the conference call remains between the other participants in case you (the initiator) have to leave the conference call and presses 📞 to hang up. Contact your system administrator for more information.

Corporate Directory Calls (System Dependant)

You can enter a corporate directory and search by e.g. **Name**, **Phone**, **Givenname** or **Mobile** (these names can differ as they are system dependant). When searching the corporate directory, the T9 (Text on 9 keys) search method is used.

1. Press **Menu** to enter main menu.
2. Scroll to **External services**, and then press **Select**.
3. Press the **left or right side of the navigation key** to select the desired search mode, and press **OK**.
4. Press the **left or right side of the navigation key** to scroll to find the name or spell the name out using the keys (0-9). If entering a wrong key, press # to delete it.
5. When the desired name is displayed, press 📞 to dial the number.

> **Timesaver:**
>
> If the company phone book feature is not available, pressing the **top of the navigation key**, while on hook, will enter the corporate phone book (External Services).

Company Phone Book Calls (System Dependant)

> **Note:**
>
> To support the company phone book feature, the Spectralink DECT Handset must have firmware version PCS 17J or newer, Spectralink IP-DECT Server must have firmware version PCS 17C or newer, and the Spectralink DECT Server must have firmware version PCS 17D or newer. Contact your system administrator for more information.

You can enter a company phone book and search by selected column in server (e.g. **Name**). The company phone book is a common phone book for all handsets subscribed to the actual system. Names and numbers can be added to the company phone book by the system administrator.

When searching the company phone book, the T9 (Text on 9 keys) search method or Multi-tap (abc) search method is used. It is possible to search for letters as well as numbers. Long press **#** to change between the two possible search methods T9 (Text on 9 keys) or Multi-tap (abc). You can only change the search method prior to searching.

1. While on hook, press the **top of the navigation key** to enter the company phone book. Either **T9** (default) or **abc** is displayed in the status bar.

   If you want to change between the two possible search methods, long press **#**.

2. Scroll to the desired name or search for the name or number, and press **Select**.

   If searching, you can see which search string the match was made on in the status bar.

   If entering a wrong key, press **<** to delete it. Long pressing **<** will delete the entire search string.

3. When the desired name is selected, scroll to either telephone number or mobile number and press **Dial** or to dial the number.

> **Tip:**
>
> After ending the call, it is possible to add the number to your local phone book:
>
> - After ending the call, press the **left side of the navigation key** to enter the call list.
> - Press **Details**.
> - Press **Options**. The option **Add to phone book** is automatically selected.
> - Press **Select**.
> - Press **Save**.

Making Emergency Call from Locked Handset or Screen Lock Menu

It is possible to make emergency calls to predefined emergency numbers from the Screen Lock menu or from a locked handset. If the handset is locked, a lock icon 🔒 appears in the display. The numbers must be stored in the local phone book before you can define them as emergency numbers.

You can access the emergency call list in the following ways:

- From a locked handset
- From the menu Screen Lock

To Make Emergency Call from Locked Handset

1. Press 📞 to enter the emergency number list.

2. Scroll to the desired name/number, and press 📞. If more than one number, scroll to the desired number, and press 📞 again.

   It is possible to search for a name/number using normal phone book quick search.

   > **Note:**
   >
   > It is also possible to press **Call** (soft key) to make an emergency call.

To Make Emergency Call from Screen Lock Menu

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Emergency Numbers**, and press **Select**.
7. Scroll to **Find number**, and press **Select**.
8. Scroll to the desired name/number, and press 📞. If more than one number, scroll to the desired number, and press 📞 again.

   It is possible to search for a name/number using normal phone book quick search.

   > **Note:**
   >
   > It is also possible to press **Call** (soft key) to make an emergency call.

Answering Calls

Answering/Ending a Call

> **Note:**
>
> The handset must be subscribed and registered to make/answer a call.

When handset rings, display shows the icon for incoming calls and the caller information appears below if supported by the subscribed system(only number of caller appears if the screen is locked. Call Answered Elsewhere is also supported and the notification is shown in the display, when the call is answered elsewhere.

- To answer or end a call, press .

> **Caution:**
>
> Do not hold the handset next to your ear when it is ringing as you can risk serious and permanent damage to your hearing.

> **Note:**
>
> You can distinguish between an internal and external call by the ring tone. This is a system dependant feature.

Auto Answer

When auto answer is turned on , the handset automatically goes off hook when an incoming call arrives.

If subscribed to a Spectralink wireless solution, the handset automatically goes on hook when calls are ended.

To Turn Auto Answer On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Auto answer**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

For more information about auto answer settings, see .

Muting a Call

- When the handset rings, press **Silence** to mute the ring signal.

Rejecting a Call

Rejecting a call is system dependent. If supported by the subscribed system, do the following:

- When the handset rings, press **Reject** to refuse the call. The rejected call is registered as a missed call.

During Calls

Call Transfer

Call Transfer is a system dependant feature.

Call Transfer (Blind)

1. While on a call, press **R**.
2. Dial the extension or external number.
3. Press to send the call through and to hang up.

If handset is subscribed to a SIP IPBX, you can also do the following:

1. While on a call, press **R**, and then dial the extension or external number.
2. Press **Transfer** to send the call through and to hang up.

OR

1. While on a call, press **Options**.
2. Select **New call**, and then dial the extension or external number.
3. Press **Transfer** to send the call through.

Call Transfer (Attended)

1. While on a call, press **R**.
2. Dial the extension or external number.
3. When the other caller answers, press to send the call through and to hang up.

If handset is subscribed to a SIP IPBX, you can also do the following:

1. While on a call, press **R**, and then dial the extension or external number.
2. Press .
3. When the other caller answers, press **Transfer** to send the call through and to hang up.

OR

1. While on a call, press **Options**.
2. Select **New call**, and then dial the extension or external number.
3. Press .
4. When the other caller answers, press **Transfer** to send the call through and to hang up.

Call Hold

Call Hold is a system dependant feature. When an active call is on hold, the ▬ icon is shown in the display.

Call Hold

1. To place an active call on hold, press **R**.
2. To retrieve the call, press **R**.

If handset is subscribed to a SIP IPBX, you can also do the following:

1. To place an active call on hold, press **Options**, and press **Select** to select **Hold**.
2. To retrieve the call, press **Resume**.

Call Waiting

Call Waiting is a system dependant feature.

Call Waiting

- While on a call, press **R** to answer a second incoming call. The first call is automatically put on hold.
- To reject a second incoming call, press **left side of the navigation key** for three seconds.
- To disconnect the active call and return to the waiting call, press 📞.
- To end both calls, press 📞 twice.
- To swap between two calls, press **R**.

If handset is subscribed to a SIP IPBX, you can also do the following:

- While on a call, press **OK** to answer a second incoming call. The first call is automatically put on hold.
- To reject a second incoming call, press **Reject**.
- To disconnect the active call and return to the waiting call, press 📞.
- To end both calls, press 📞 twice.
- To swap between two calls, press **Options** and select **Swap calls** or press **R**.

Call Forward Unconditional (CFU)

Call forward unconditional (CFU) is a system dependant feature.

> **Note:**
>
> The feature code for CFU is ***21*$#** It is possible to change the code ***21*** on the Spectralink IP-DECT/DECT Server to fit your standard. For more information, see the relevant documentation available at http://support.spectralink.com/.

To Enable CFU

1. To enable CFU press ***21*** followed by the desired number/extension and **#**, then press 📞. Confirmation in display and a tone indicates that the feature has been activated.
2. Press 📞 to hang up. The status bar shows that CFU is activated.

To Disable CFU

1. To disable CFU, press **#21#**, then press 📞.
2. Press 📞 to hang up. Confirmation in display and a tone indicates that the feature has been deactivated.

Turning Speakerphone On/Off

Turning speakerphone on allows other people in the room to listen to and participate in the conversation. You may set the handset on a desk and leave your hands free.

To Turn Speakerphone On/Off

1. While on a call, press **Options**, scroll to **Spkr. on** to enable speakerphone.
2. To disable speakerphone, press **Options**, scroll to **Spkr. off** to disable speakerphone.

Turning Microphone Mute On/Off

You can mute the microphone so that you can hear the other party, but they cannot hear you.

To Turn Microphone Mute On/Off

1. While on a call, press **Mic Mute** to turn microphone mute on.
2. To turn microphone mute off, press **Mic on**.

Enter Phone Book (Local)

- While on a call, you can access the find name function to scroll through names and numbers by pressing the **bottom of the navigation key**.

  For more information, see "Managing Contacts" on page 59.

Enter Phone Book (Company)

- While on a call, you can access the find name function to scroll through names and numbers by pressing the **top of the navigation key**.

  For more information, see "Company Phone Book Calls (System Dependant)" on page 39.

Using Shortcuts

Types of Shortcuts

The handset contains two types of shortcuts:

- Personal Shortcuts
- Predefined Shortcuts

Predefined Shortcuts

> **Note:**
>
> If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Predefined shortcuts are unchangeable and assigned to different keys.

In the following you find a list of predefined shortcuts and a description of how to access and use them.

- Call list (system dependent feature): While on hook, press **left side of navigation key** to enter call list.

  - Incoming calls are illustrated with green arrows .
  - Outgoing calls are illustrated with blue arrows .
  - Missed calls are illustrated with red arrows .

- **Exit menu**: When in menu, press **R**.

- **Find name (local phone book)**: While on or off hook, press the **bottom of the navigation key** to enter the name list.

- **Company Phone Book**: While on hook, press the **top of the navigation key** to enter the company phone book. Either **T9** (default) or **abc** is displayed in the status bar. Long press **#** to change between the two possible search methods T9 (Text on 9 keys) or Multi-tap (abc). You can only change the search method prior to searching. For more information, see "Company Phone Book Calls (System Dependant)" on page 39.

  > **Note:**
  >
  > If the company phone book feature is not available, pressing the **top of the navigation key**, while on hook, will enter the corporate phone book (External Services).

- **Keypad locked/unlocked**: While on hook, press **Menu** followed by ***** (Display shows the key lock icon).

- **Missed calls**: While on hook, press **right side of navigation key** to enter a list of missed call.
- **Redirect a call**: While on a call, press **R**. The feature is system dependent.
- **Save name and number**: While on hook, enter number and press **Save**.
- **Silent on/off**: Press **Menu**, followed by the **#** button to turn the handset silent mode on/off. In silent mode there is no sound for incoming calls and notifications.

  (Display shows the silent icon followed by the text **Silent mode on/of**, and a small icon is placed in status line).

- **Speed dial**: While on hook, press and hold digit equivalent to number of the contact in the speed dial list until call is started.
- **Send MSF** (system dependant): While on hook, long press and hold digit equivalent to the desired MSF function.

Personal Shortcuts

Note:

If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Personal shortcuts consist of functions you have chosen to add to a list of shortcuts. The list is assigned to the right softkey. Personal shortcuts give you easy access to the functions you use most often. You can only use personal shortcuts when the handset is in standby mode (on hook).

The following functions can be added as personal shortcuts:

- Add name/number
- Auto answer
- Auto key lock
- Backlight
- Headset
- Inbox
- Write message
- Templates
- Ringing tone
- Silent mode
- Status
- Vibrate
- Task list
- Noisy environment
- Phone Book (Local Phone Book)
- External Services
- Sign in/out - e.g. used for signing in to Lync/Skype for Business (system dependant) and/or handset sharing (license required)
- Screen lock

To Add a Shortcut

1. While on hook, press **Shortcut** to enter the shortcut function.
2. Scroll to **Edit shortcuts**, and press **Select**.
3. Scroll to the function, you want to make a shortcut to.
4. Press **Select** to add the function to the list of personal shortcuts.

To Use a Shortcut

1. While on hook, press **Shortcut** to enter the shortcut function.
2. Scroll to the desired shortcut and press **Select**.

To Remove a Shortcut

1. While on hook, press **Shortcut** to enter the shortcut function.

2. Scroll to **Edit shortcuts**, and press **Select**.

3. Scroll to the desired shortcut, and press **Select** to remove the function from the list of shortcuts.

Using the Menu

Description of Menus

Note:

If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

The handset offers a range of functions that are grouped into menus. The main menu consists of the following menus: Phone Book, Call Register, Messages, Presence (system dependant), MSF Function, External Services, Status and Settings.

Note:

If the handset is in menu mode, and an incoming call arrives, then menu will be dropped and the call handled as usual. When call is terminated, the handset returns to menu mode.

In the following, you will find a short description of the menus.

Phone Book (Local)

You can store directory numbers/SIP extensions and names in your local phone book.

Note:

Besides your local phone book that can be reached and managed from the main menu, there is also a company phone book and external services - both pointing to a corporate directory list (common phone book) containing numbers to call. For more information, see "Company Phone Book Calls (System Dependant)" on page 39, "Corporate Directory Calls (System Dependant)" on page 38 and "External Services " on page 54"External Services " on page 54.

To support the company phone book feature, the Spectralink DECT Handset must have firmware version PCS 17J or newer, Spectralink IP-DECT Server must have firmware version PCS 17C or newer, and the Spectralink DECT Server must have firmware version PCS 17D or newer. Contact your system administrator for more information.

The phone book can store up to 350 names with up to four numbers each (up to 4 directory numbers or a combination of directory numbers and SIP URIs. The maximum number of SIP URIs are 2. Maximum directory numbers are 4. The total number of numbers stored must not exceed 4 though. E.g. 4 directory numbers and 0 SIP URIs or 3 directory numbers and 1 SIP URI or 1 directory number and 2 SIP URIs). The maximum length of a directory number allowed is 24 digits. The maximum length of a SIP URI allowed is 64 characters. Names are sorted alphabetically starting with their first character.

For more information, see "Managing Contacts" on page 59.

Call Register

The Call Register keeps track of all your recent calls. It can store a total of 40 incoming, outgoing or missed calls.

For more information, see .

Messages

Messaging is a system dependant feature.

If supported by the subscribed system, you can send and receive messages from the Messages menu. You write messages using the alphanumeric keyboard.

All messages are automatically stored in inbox or outbox.

The inbox is a list of all received messages, while the outbox is a list of all sent messages. Both lists are sorted by time and date, starting with the most recent.

If the name and number of a message already exist as a contact in your phone book, the message in the inbox or outbox will display the name of the sender or recipient. If the name and number do not exist in your phone book, the message will display the number of the sender or recipient.

Inbox and outbox can store up to 20 messages in total. A maximum of 180 letters, including spaces, is allowed for each message.

> **Note:**
>
> If the memory of inbox and outbox is full, the handset will automatically erase the oldest message when a new message needs to be stored.

Depending on the setting in the Message List Content, messages display an excerpt of the text.

Presence

The Presence feature is system dependant and only supported by Skype for Business Server or Lync Server. Contact your system administrator for more information.

Presence is the ability to detect another user's availability. Using Lync/Skype for Business, users can display their Presence status, e.g. **Available**, **Away**, **Do Not Disturb**, or **Offline** - to let others know their availability.

The availability can be set in the Lync/Skype for Business Client and by using the Presence feature in the Spectralink DECT Handset. Also, the Presence status is displayed in both the client and the handset display. When in a call, the status **In a call** is displayed in the client, when ending the call, this status changes to e.g. **Available**. Other users availability are visible in the Lync/Skype for Business but not in the Spectralink DECT Handset, here only the handset user's availability is displayed.

> **Note:**
>
> Skype for Business makes it possible to define a Private Line and assign private numbers to a user at which the user can be reached directly independent of which Presence status is used. Normal incoming calls do not come trough if presence is set to **Do Not Disturb**, incoming private line calls do come through. Private line calls do not follow **Do Not Disturb** settings. The private line numbers do not appear in the phone book directories.
>
> ⬛ appears when incoming private line call arrives.
>
> ⬛ appears when in a private line call.
>
> Normal handset functionality, such as e.g. **Call Forward**, does not work when receiving a private line call.
>
> Contact your system administrator for more information.

From the Presence menu, you can set the following status about your presence:

- Available
- Busy
- Do Not Disturb
- Be Right Back
- Appear Away

The selected status is shown with an icon in the handset display.

The same Presence status is shown in the Lync/Skype for Business Client.

MSF Function ⬛

MSF Function is based on MSF (Message Service Function).

The MSF Function is system dependant and requires special software in the main system. Contact your system administrator for more information.

External Services

The External Services function is system dependant and requires special software in the main system. To dial from the corporate directory list, the External Services in the handset menu must be selected. For more information, see "Corporate Directory Calls (System Dependant)" on page 38.

External Services are features placed in the main system, and only available if the handset is subscribed to a Spectralink solution. The company phone book is a common phone book for all handsets subscribed to the actual system. Names and numbers can be added to the company phone book by the system administrator.

Contact your system administrator for more information.

Status

The Status menu provides a quick overview of some of the handset settings and works as a shortcut, which makes it easy to change the basic settings according to your needs. The Status menu also provides information about battery capacity.

For more information, see "Status Settings" on page 79.

Settings

Settings offer you the opportunity to customize the handset according to your needs. The settings can be changed at any time.

For more information, see "Settings" on page 84.

List of Menu Functions

> **Note:**
> If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

In the following, you will find a list of the different menu functions. The list gives a quick overview of where to find the desired function of the handset.

Phone Book

1. Find name
2. Add name/number
3. Speed dial
4. Delete

Call Register

1. Incoming calls
2. Outgoing calls
3. Missed calls
4. Delete

Messages

1. New message
2. Inbox
3. Outbox
4. Erase messages
5. Templates
6. Task list (system dependant)

Presence (System Dependant)

1. Reset Status
2. Available
3. Busy
4. Do Not Disturb
5. Be Right Back
6. Appear Away

MSF Function

1. Number: system dependant

External Services (System Dependant)

Status

1. Silent
2. Headset
3. Auto answer
4. Economy mode
5. Battery
6. Ringer tone
7. Volume
8. RSSI
9. Survey
10. General Information

Settings

1. Ringing volume
2. Ringing tone
3. Message alert vol
4. Vibrate
5. Silent mode
6. Auto key lock
7. Backlight
8. Auto answer
9. Out of range
10. Missed calls
11. Absent in charger
12. Bluetooth (only available on 7742)
13. Advanced...

   - Language
   - Headset
   - Hearing aid comp
   - Microphone gain
   - Long key
   - Economy mode
   - Alarms
   - Master handset (system dependant)
   - Rolling tasks
   - Login (Subscription)
   - Time & date

- [Minimum ring time](#)
- [Old DECT servers](#)
- [Handover profile](#)
- [Local tones](#)
- [Message list content](#)
- [Noisy environment](#)
- [Flash LED on call](#)
- [MSF Tones in a call](#)
- [DECT security](#)
- [Screen lock](#)
- [Echo canceller](#)

Phone Book (Local)

Note:

If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

You can store directory numbers/SIP extensions and names in your local phone book.

Note:

Besides your local phone book that can be reached and managed from the main menu, there is also a company phone book and external services - both pointing to a corporate directory list (common phone book) containing numbers to call. For more information, see "Company Phone Book Calls (System Dependant)" on page 39, "Corporate Directory Calls (System Dependant)" on page 38 and "External Services " on page 54"External Services " on page 54.

To support the company phone book feature, the Spectralink DECT Handset must have firmware version PCS 17J or newer, Spectralink IP-DECT Server must have firmware version PCS 17C or newer, and the Spectralink DECT Server must have firmware version PCS 17D or newer. Contact your system administrator for more information.

The phone book can store up to 350 names with up to four numbers each (up to 4 directory numbers or a combination of directory numbers and SIP URIs. The maximum number of SIP URIs are 2. Maximum directory numbers are 4. The total number of numbers stored must not exceed 4 though. E.g. 4 directory numbers and 0 SIP URIs or 3 directory numbers and 1 SIP URI or 1 directory number and 2 SIP URIs). The maximum length of a directory number allowed is 24 digits. The maximum length of a SIP URI allowed is 64 characters. Names are sorted alphabetically starting with their first character.

Using Alphanumeric Keyboard

The normal dialling keys (0-9) are used for writing the name to be placed in the phone book. By pressing the keys a certain number of times the related letters will appear in the display.

- Spaces are made by using the 0-key.
- Key * changes between uppercase and lowercase letters, which is indicated on the top left-hand corner of the display.
- Pressing left or right side of navigation key will move the cursor.
- To delete letters, place cursor behind letter and press **Delete**.

Managing Contacts

The phone book menu offers a range of possibilities to manage existing contacts and makes it easy to add, edit or delete name and directory number/SIP extension. It is possible to add up to four numbers to a contact (up to 4 directory numbers or a combination of directory numbers and SIP URIs. The maximum number of SIP URIs are 2. Maximum directory numbers are 4. The total number of numbers stored must not exceed 4 though. E.g. 4 directory numbers and 0 SIP URIs or 3 directory numbers and 1 SIP URI or 1 directory number and 2 SIP URIs).

Finding Contact in Phone Book

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.

> **Timesaver:**
> While on or off hook, press the **bottom of the navigation key** to enter the name list.

Adding a New Contact to Phone Book

Use the Add name/number function when you want to add a new contact to phone book.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Add name/number**, and press **Select**.
4. Type the name of the contact using the keys 0-9.
5. Scroll to number, and enter the directory number/SIP extension of the contact (max. 24 digits/64 characters). Before entering a SIP URI, press and hold **#** until **SIP:** is shown.
6. Press **Save** to store name and directory number/SIP extension.

If the display shows **Memory full**, it is necessary to delete one or more contacts from phone book.

>
>
> **Tip:**
>
> If you have just dialed a directory number/SIP extension from the company phone book, this directory number/SIP extension can be easily added to your local phone book:
>
> - After ending the call, press the **left side of the navigation key** to enter the call list.
> - Press **Details**.
> - Press **Options**. The option **Add to phone book** is automatically selected.
> - Press **Select**.
> - Press **Save**.
>
> For more information about making calls from the company phone book, see "Company Phone Book Calls (System Dependant)" on page 39.

Editing Name/Number

You can edit name and directory number/SIP extension of a contact in phone book at any time.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
5. Press **Details**.
6. If more than one directory number/SIP extension: scroll to the desired directory number/SIP extension, and press **Select**.
7. Scroll to **Edit name/number**, and press **Select**.
8. Edit **Name** using the keys 0-9.
9. Scroll to **Number**, and edit directory number/SIP extension using the keys 0-9. Before entering a SIP URI, press and hold **#** until **SIP:** is shown.
10. Press **Save** to store your changes.

Adding New Number

You can add a new directory number/SIP extension to a contact in phone book at any time.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.

4. To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.

5. Press **Details**.
6. If more than one number, press **Select**.
7. Scroll to **Add new number**, and press **Select**.
8. Enter the new directory number/SIP extension using the keys 0-9 (max. 24 digits/64 characters), and press **Save**. Before entering a SIP URI, press and hold **#** until **SIP:** is shown.
9. Repeat step 7- 8 to add another directory number/SIP extension to the contact.

Adding Number to Speed Dial

You can assign a number to one of the speed-dialing keys 0-9. This way you only need to press a single digit to find the name and number of the contact, you want to call. You can assign up to 10 speed dial numbers.

Note:
If you have defined the Alarm button to work with Speed dial, **A. empty** is shown in the Speed dial list, and you can define a number to be dialed when pressing the Alarm button.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.

5. Press **Details**.
6. If more than one number: scroll to the desired number and press **Select**.
7. Scroll to **Add to speed dial**, and press **Select**.
8. Scroll to the desired position, and press **Add name**.
9. If position is occupied, press **Yes** to replace existing speed dial.

Deleting Number

You can delete a single directory number/SIP extension at any time and still keep the rest of the belonging directory numbers/SIP extensions of a contact.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
5. Press **Details**.
6. If more than one directory number/SIP extension: scroll to the desired directory number/SIP extension, and press **Select**.
7. Scroll to **Delete number**, and press **Select**.
8. Press **OK** to confirm.

Deleting Contact

Use the delete name and number function if you want to delete a contact and all the belonging directory numbers/SIP extensions.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to **Name & Number**, and press **Select**.
5. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
6. Press **Select**.
7. Press **Yes** to confirm.

OR

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Find name**, and press **Select**.
4. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
5. Press **Details**.
6. If more than one directory number/SIP extension, press **Select**.
7. Scroll to **Delete name/number**, and press **Select**.
8. Press **OK** to confirm.

Deleting All Contacts

Use the delete all function if you want to delete all contacts and speed dial numbers.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to **Delete all**, and press **Select**.
5. Enter password **0000**, and press **OK**.

   All contacts and speed dial numbers are deleted.

Speed Dial

Speed Dial Calls

- Press and hold a key (0-9) for three seconds, until the call is initiated. You can set the keys 0-9 to long press **Speed dial** or **Send MSF**. For more information, see "Using Long Key" on page 97.

Adding Number to Speed Dial

You can assign a number to one of the speed-dialing keys 0-9. This way you only need to press a single digit to find the name and number of the contact, you want to call. You can assign up to 10 speed dial numbers.

> **Note:**
>
> If you have defined the Alarm button to work with Speed dial, **A. empty** is shown in the Speed dial list in the Phone Book menu, and you can define a number to be dialed when pressing the Alarm button.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Speed dial**, and press **Select**.
4. Scroll to the desired speed dial, and press **Add name**.
5. Scroll to desired number, and press **Ok**.

Deleting a Speed Dial Number

Use this function to delete a speed dial number.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to **Speed dial number**, and press **Select**.
5. Scroll to the desired speed dial number, and press **Delete**.

Delete All Speed Dial Numbers and Contacts

Use the delete all function if you want to delete all contacts and speed dial numbers.

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to **Delete all**, and press **Select**.
5. Enter password **0000**, and press **OK**.

   All contacts and speed dial numbers are deleted.

Call Register

Note:

If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

The Call Register menu can store a total of 40 incoming, outgoing and missed calls. Call Register is divided into lists of: incoming calls, outgoing calls and missed calls.

If the memory of call register is full, the handset will automatically erase the oldest call when a new call is received in call register.

Incoming Calls

Incoming call is a list of all your incoming calls sorted by date and time of the call, starting with the latest call.

If name and directory number/SIP extension of incoming call already exist in your phone book, the incoming call will be represented with the name of the contact. If name and directory number/SIP extension do not exist in your phone book, the handset cannot recognize the directory number/SIP extension and the incoming call will only be represented by the calling number.

In both cases, incoming call register provides details about incoming calls, such as time, date and length of conversation.

It is possible to add name and directory number/SIP extension of an incoming call to phone book or to delete an incoming call from the list.

Viewing List of Incoming Calls

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Incoming Calls**, and press **Select**.
4. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press 📞 .

Adding an Incoming Call to Phone Book

If you have an incoming call and the directory number/SIP extension is not in the phone book, it is possible to add it to the phone book from the incoming call list.

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Incoming Calls**, and press **Select**.
4. Scroll to the desired call, and press **Details**.
5. Press **Options**.

6. Scroll to **Add to phone book**, and press **Select**.

7. Write the name of the contact using the keys 0-9, and then press **Save**.

Deleting an Incoming Call from List

1. Press **Menu** to enter main menu.

2. Scroll to **Call register**, and press **Select**.

3. Scroll to **Incoming Calls**, and press **Select**.

4. Scroll to the desired call, and press **Details**.

5. Press **Options**, and scroll to **Delete from list**.

6. Press **Select** to confirm.

> **Timesaver:**
>
> Alternatively, while on hook, press the **left side of the navigation key** to enter call list. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press . By pressing **Details** and **Options**, it is possible to add directory number/SIP extension to phone book or delete directory number/SIP extension from list.

Outgoing Calls

Outgoing calls is a list of all your outgoing calls sorted by date and time of the call, starting with the latest call.

If name and directory number/SIP extension of the outgoing call already exist in your phone book, the outgoing call will be represented with the name of the contact. If name and directory number/SIP extension do not exist in your phone book, the outgoing call is only represented by the calling number.

In both cases, outgoing call register provides details about outgoing calls, such as time, date and length of conversation.

It is possible to add name and directory number/SIP extension of an outgoing call to your phone book, or to delete an outgoing call from the list.

Viewing List of Outgoing Calls

1. Press **Menu** to enter main menu.

2. Scroll to **Call register**, and press **Select**.

3. Scroll to **Outgoing Calls**, and press **Select**.

4. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press .

Adding an Outgoing Call to Phone Book

If you have made a call and the directory number/SIP extension is not in the phone book, it is possible to add it to the phone book from the outgoing call list.

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Outgoing Calls**, and press **Select**.
4. Scroll to the desired call, and press **Details**.
5. Press **Options**.
6. Scroll to **Add to phone book**, and press **Select**.
7. Write the name of the contact using the keys 0-9, and then press **Save**.

Deleting an Outgoing Call from List

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Outgoing Calls**, and press **Select**.
4. Scroll to the desired call, and press **Details**.
5. Press **Options**, and scroll to **Delete from list**.
6. Press **Select** to confirm.

> **Timesaver:**
>
> Alternatively, while on hook, press the **left side of the navigation key** to enter call list. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press 📞 . By pressing **Details** and **Options**, it is possible to add directory number/SIP extension to phone book or delete directory number/SIP extension from list.

Missed Calls

Missed calls is a list of all your missed calls sorted by date and time of the call, starting with the latest call.

If the name and directory number/SIP extension of the missed call already exist in your phone book, the missed call is represented with the name of the contact. If the name and directory number/SIP extension do not exist in your phone book, the missed call is only represented by the calling number.

In both cases, missed call register provides details about missed calls, such as time and date.

It is possible to add name and directory number/SIP extension of a missed call to your phone book or to delete a missed call from the list.

Viewing List of Missed Calls

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Missed Calls**, and press **Select**.
4. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press 📞 .

Timesaver:

Alternatively, while on hook, press **right side of navigation key** to enter missed call list. To call a directory number/SIP extension from the list, scroll to the desired directory number/SIP extension, and press 📞 . By pressing **Details** and **Options** it is possible to add number to phone book or delete number from list.

Adding a Missed Call to Phone Book

If you have missed a call and the directory number/SIP extension is not in the phone book, it is possible to add it to the phone book from the missed call list.

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Missed Calls**, and press **Select**.
4. Scroll to the desired missed call, and press **Details**.
5. Press **Options**.
6. Scroll to **Add to phone book**, and press **Select**.
7. Write the name of the contact using the keys 0-9, and then press **Save**.

Deleting a Missed Call from List

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Missed Calls**, and press **Select**.
4. Scroll to the desired missed call, and press **Details**.
5. Press **Options**, and scroll to **Delete from list**.
6. Press **Select** to confirm.

Delete Call Register

The call register menu can store a total of 40 incoming, outgoing and missed calls. If the memory of call register is full, the handset automatically erases the oldest call when a new call needs to be stored in the call register.

Use the following delete functions to empty the lists in the call register manually.

Deleting All Entries in a Call Register List

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to the **incoming**, **outgoing** or **missed call** list, and then press **Select**.
5. Press **Yes** to empty list.

Deleting Call Register

1. Press **Menu** to enter main menu.
2. Scroll to **Call register**, and press **Select**.
3. Scroll to **Delete**, and press **Select**.
4. Scroll to **All calls** and press **Select**.
5. Press **Yes** to empty all folders.

Messages

	Note:
	If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Messaging is a system dependant feature.

If supported by the subscribed system, you can send and receive messages from the Messages menu. You write messages using the alphanumeric keyboard.

All messages are automatically stored in inbox or outbox.

The inbox is a list of all received messages, while the outbox is a list of all sent messages. Both lists are sorted by time and date, starting with the most recent.

If the name and number of a message already exist as a contact in your phone book, the message in the inbox or outbox will display the name of the sender or recipient. If the name and number do not exist in your phone book, the message will display the number of the sender or recipient.

Inbox and outbox can store up to 20 messages in total. A maximum of 180 letters, including spaces, is allowed for each message.

	Note:
	If the memory of inbox and outbox is full, the handset will automatically erase the oldest message when a new message needs to be stored.

Depending on the setting in the Message List Content, messages display an excerpt of the text.

Writing, Sending and Saving Messages

Writing and Sending a New Message

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **New message**, and press **Select**.
4. Write a message.

   Optionally, you can use a template:

   - Press **Options**, scroll to **Use template**, press **Select**.
   - Scroll to desired template, press **Options**, scroll to **Select** and press **Select**.
5. Press **Options**, scroll to **Send**, and then press **Select**.
6. Enter the recipient's number or press **Search** to find the recipient's number.

7. To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.

8. Press **Select**.
9. If more than one directory number/SIP extension: scroll to the desired directory number/SIP extension, and press **Select**.
10. Press **Send**.

Clearing Text Field

Use the clear text function, when you are writing a new message and want to start all over.

1. Press **Options**.
2. Scroll to **Clear text**, and press **Select**.

Saving a New Message in Outbox

You can write a message, and then save it in outbox for later handling.

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **New message**, and press **Select**.
4. Write a message, and press **Options**.
5. Scroll to **Save message**, and press **Select**.
6. Scroll to **Outbox**, and press **Select**.

Edit a Message That Has Not Been Sent

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Outbox**, and press **Select**.
4. Scroll to the message you want to edit, and press **Select**.
5. Press **Options**, and press **Select**.
6. Scroll to **Resend**, and press **Select**.
7. Edit text.
8. Press **Options**, and press **Send**.

Using Templates

You can create up to 10 templates. When using a template in a message you have two options:

- Use a template when you begin the process.
- Insert a template in a message when you are in the process of writing a message.

To Use a Template When You Begin a Message

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Templates**, and press **Select**.
4. Scroll to the desired template, and press **Option**.
5. Scroll to **PIN setup**, and press **Select**.
6. If relevant, write additional text.
7. Press **Options**.
8. Scroll to **Send**, and press **Select**.
9. Press **Search** to enter number or find the recipient.
10. To find a name you can:
    - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
    - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
11. Press **Select**.
12. If more than one directory number/SIP extension: scroll to the desired directory number/SIP extension, and press **Select**.
13. Press **Send**.

To Insert a Template in a Message

1. While in a message, press **Options**.
2. Scroll to **Use template**, press **Select**.
3. Scroll to the desired template, and press **Option**.
4. Scroll to **PIN setup**, and press **Select**.

To Save a New Message as a Template

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **New message** and press **Select**.
4. Write a message, and press **Options**.
5. Scroll to **Save message**, and press **Select**.
6. Scroll to **Templates**, and press **Select**.

7. If memory is full, press **OK** to replace an old template.

8. Scroll to the template you want to replace, and press **Select**.

Saving a Received Message as a Template

You can save a message from inbox as a template for later use.

1. Press **Menu** to enter main menu.

2. Scroll to **Messages**, and press **Select**.

3. Scroll to **Inbox** and press **Select**.

4. Scroll to desired message and press **Select**.

5. Press **Options**.

6. Scroll to **Forward**, and press **Select**.

7. Press **Options**.

8. Scroll to **Save message**, and press **Select**.

9. Scroll to **Templates**, and press **Select**.

10. If memory is full, press **OK** to replace an old template.

11. Scroll to the template you want to replace, and press **Select**.

Deleting a Single Template

Use this function to delete a template, or replace the template with a new template when the memory is full.

1. Press **Menu** to enter main menu.

2. Scroll to **Messages**, and press **Select**.

3. Scroll to **Templates**, and press **Select**.

4. Scroll to the desired template, and press **Option**.

5. Scroll to **Erase**, and press **Select**.

6. Press **Yes** to erase the template.

Reading Messages

To Read a Message

When a message arrives, a green envelope icon [✉], the text message and the contact information (if available) appear in the display.

- Scroll up and down pressing **top or bottom of the navigation key** to read the entire message.

If you have an unread message in your inbox, a green envelope icon [✉] is displayed in the status line.

To Save a Message (Remove from Display)

When [✉] appears in the display do one of the following:

- Press **OK**. The message is stored in the inbox as read.
- Press the **R** key. The message is stored in the inbox as unread.

Replying Messages

Replying to a Message

When you want to reply a message from your inbox, you have the following options:

- Write a new message in an empty screen
- Write in continuation of original text (received message)
- Insert a template
- Call back by pressing 📞.

Reply Using an Empty Screen

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox**, and press **Select**.
4. Scroll to the desired received message, and press **Select**.
5. Press **Options**.
6. Scroll to **Reply**, and press **Select**.
7. Scroll to **Empty screen**, and press **Select**.
8. Write a message, and press **Options**.
9. Scroll to **Send**, and press **Select**.
10. Press **Send**.

Reply in Continuation of Original Text

Original text refers to the received text message.

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox**, and press **Select**.
4. Scroll to the desired received message, and press **Select**.
5. Press **Options**.
6. Scroll to **Reply**, and press **Select**.
7. Scroll to **Original text**, and press **Select**.
8. Write a message in continuation of received message, and press **Options**.
9. Scroll to **Send**, and press **Select**.
10. Press **Send**.

Reply Using a Template

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox**, and press **Select**.
4. Scroll to the desired message, and press **Select**.
5. Press **Options**.
6. Scroll to **Reply**, and press **Select**.
7. Scroll to **Templates**, and press **Select**.
8. Scroll to the desired template, and press **Option**.
9. Scroll to **PIN setup**, and press **Select**.
10. If relevant, write additional text.
11. Press **Options**.
12. Scroll to **Send**, and press **Select**.
13. Press **Send**.

Calling the Phone that Sent a Message

You can call back the phone that sent a message, when a is displayed in the status bar. You can do this when a message arrives, and when you are in the message inbox:

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox**, and press **Select**.
4. Scroll to the desired message, and press **Select**.
5. Press .

Forwarding a Message

If you want to forward a message to a contact, do the following:

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox**, and press **Select**.
4. Scroll to the desired message, and press **Select**.
5. Press **Options**.
6. Scroll to **Forward**, and press **Select**.
7. Press **Send**, and then press **Search**.
8. To find a name you can:
   - Scroll until you reach the desired name. To scroll through the names quickly, press the navigation key continuously.
   - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name.
9. Press **Select**.
10. Press **Select**, then press **Send**.

Resending a Message

If you want to resend a message to a contact, do the following:

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Outbox**, and press **Select**.
4. Scroll to the desired message, and press **Select**.
5. Press **Options**.
6. Scroll to **Resend**, and press **Select**.
7. Press **Options**.
8. Scroll to **Send**, and press **Select**.
9. Press **Send**.

Deleting Messages

Deleting a Single Message

The handset automatically deletes the oldest message when the inbox and outbox memory is full.

If you want to delete a message manually, do the following:

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Inbox** or **Outbox**, and press **Select**.
4. Scroll to the desired message, and press **Select**.
5. Press **Options**.
6. Scroll to **Erase**, and press **Select**.
7. Press **Yes** to delete the message.

Delete All Read Messages from Inbox

Use this function to delete all read messages from inbox. This way you do not risk deleting unread messages.

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Erase messages**, and press **Select**.
4. Scroll to **All read**, and press **Select**.
5. Press **Yes** to delete all read messages from inbox.

Delete All Messages from Inbox or Outbox

Use this function to delete all messages from your outbox.

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Erase messages**, and press **Select**.
4. Scroll to **Inbox** or **Outbox**, and press **Select**.
5. Press **Yes** to delete all messages from inbox or outbox.

Delete All Messages

Use this function to delete all messages from inbox and outbox.

1. Press **Menu** to enter main menu.
2. Scroll to **Messages**, and press **Select**.
3. Scroll to **Erase messages**, and press **Select**.
4. Scroll to **All**, and press **Select**.
5. Press **Yes** to delete all messages from all folders.

Using Task Lists

The Task List feature is system dependant. Contact your system administrator for more information.

Status

The Status menu provides a quick overview of some of the handset settings and works as a shortcut, which makes it easy to change the basic settings according to your needs. The Status menu also provides information about battery capacity.

Status Settings

> **Note:**
>
> If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Silent

When silent mode is turned on, there is no sound for incoming calls and notifications. However, you will still be able to see an incoming call and notifications in the display.

To Turn Silent Mode On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Silent mode**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

> **Timesaver:**
>
> Alternatively, you can also turn silent mode on/off by pressing **Menu** followed by **#**, while on hook.

Changing Silent Mode Settings

When silent mode is turned on, you can select other ways of indicating incoming calls or messages:When turned on, the handset vibrates when an incoming call arrives.

- **Display flashing**: When turned on, the display flashes when an incoming call arrives.
- **Vibrate**: When turned on, the handset vibrates when an incoming call arrives.
- **Short ring**: When turned on, a short ring sounds when an incoming call arrives.

To Change Silent Mode Settings:

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Silent mode**, and press **Select**.
4. Scroll to **Settings**, and press **Change**.
5. Scroll to the desired setting, and press **Select**.

Headset

Using headset allows you to keep up your activities and use the phone at the same time.

To Enable/Disable Ring Tone and Alert Sounds in the Headset

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Headset**, and press **Select**.
4. Press **Change** to select between the options.

To Set Headset Volume

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Headset**, and press **Select**.
4. Scroll to **Headset volume**, and press **Change**.
5. Press the **left or right side of navigation key** to adjust the volume.
6. Press **Set**.

Auto Answer

When auto answer is turned on ![icon], the handset automatically goes off hook when an incoming call arrives.

If subscribed to a Spectralink wireless solution, the handset automatically goes on hook when calls are ended.

To Turn Auto Answer On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Auto answer**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Economy Mode

When economy mode is turned on, the handset dynamically controls the transmitted power to increase talk time. When economy mode is turned off, the transmitted power is at a fixed level.

To Change Economy Mode

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Economy mode**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Battery

The battery function shows remaining battery capacity.

The indication on the display is not necessarily an exact reflection of the remaining speech time, but only an indication of the voltage on the battery.

To Check Remaining Battery Capacity

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Check the battery indicator.

Ringer Tone

The ring tone is followed by a number indicating the chosen tone of the ringer. It is possible to choose between 12 different ring tones. The last two ring tones are suitable for noisy environments. You can distinguish between an internal and external call by the ring tone. The ring tone of an internal call is followed by three short beeps (system dependent feature).

To Choose a New Ring Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Ringing tone**, and press **Select**.
4. Scroll to the desired ring tone, and press the **right side of the navigation key** to listen to the ring tone. Repeat the process if you want listen to other ring tones.
5. Press the **left side of the navigation key** to listen to the internal calls ring tone (system dependant feature).
6. Scroll to the desired ring tone, and press **Change** to select the new ring tone.

> **Note:**
> To listen to the ring tone, Silent mode must be set to off.

Volume

Adjust ringing volume according to the noise level of the surrounding environment.

To Adjust the Volume of the Ring Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **Volume**, and press **Select**.
4. Press the **left or right side of navigation key** to adjust the volume of the ring tone.
5. Press **Set**.

RSSI

This feature can be used to check the signal strength of the base stations and the signal quality of the handset while in a call.

To Check RSSI Values

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **RSSI**, and press **Select**. The bearer quality is shown in the display.

For more information about RSSI values and bearer quality, see Synchronization and Deployment Guide.

Survey

The survey function in the handset can be used for DECT installation and deployment and for troubleshooting on existing DECT deployments.

> **Note:**
>
> Entering survey function requires a 4-digit PIN code.
>
> The handset do not need to be subscribed to a system to perform site survey.
>
> The screen lock feature must be disabled when performing a site survey.
>
> The handset as a site survey tool is only to be used by trained technicians. Working knowledge of deployment in general is required.

The survey function provides the following options:

- Site Survey - measurements of base stations
- Other DECT - view other DECT base stations (RPN)
- Other Systems - view other DECT systems (ARI)
- One Base - lock handset to one base station
- Handover - check handover between two base stations
- Sync Chain - verify sync chain (handset act as base station)
- Free Channels - live view of all 120 (60) in the air

For more information, see Site Survey Function in Handset User Guide.

General Information

You will find general handset information about:

- Model type/name (if available)
- IPEI number of the handset (International Portable Equipment Identity)
- Firmware version
- Hardware version
- Bluetooth (MAC adress for Bluetooth and Bluetooth software version)
- Unique Product ID (P-ID)
- Frequency band (frequency band of handset)
  - Standard handsets:

    Europe

    50mW Power

    NZ Power

    South America

    Taiwan

    DECT 6.0
  - Frequency swap handsets:

    1G8

    1G9

    SAM
- Item number

To Check General Information

1. Press **Menu** to enter main menu.
2. Scroll to **Status**, and press **Select**.
3. Scroll to **General Information**, and press **Select**.

Settings

Settings offer you the opportunity to customize the handset according to your needs. The settings can be changed at any time.

> **Note:**
> If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Ringing Volume

To Adjust the Volume of the Ring Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Ringing volume**, and press **Select**.
4. Press the **left or right side of the navigation key** to adjust the volume of the ring tone.
5. Press **Set**.

> **Caution:**
> Do not hold the handset next to your ear when it is ringing as you can risk serious and permanent damage to your hearing.

Ringing Tone

The ring tone is followed by a number indicating the chosen tone of the ringer. It is possible to choose between 12 different ring tones. The last two ring tones are suitable for noisy environments. You can distinguish between an internal and external call by the ring tone. The ring tone of an internal call is followed by three short beeps (system dependent feature).

To Choose a New Ring Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Ringing tone**, and press **Select**.
4. Scroll to the desired ring tone, and press the **right side of the navigation key** to listen to the ring tone. Repeat the process if you want listen to other ring tones.
5. Press the **left side of the navigation key** to listen to the internal calls ring tone (system dependant feature).
6. Scroll to the desired ring tone, and press **Change** to select the new ring tone.

Note:

If you cannot hear the ring tones, check that Silent mode is turned off.

Message Alert Volume

Alerts are different tones that appear during notifications and events, e.g.:

- You receive a new message.
- You send a message.
- The handset is moving out of range.
- The handset is out of range.
- The battery capacity is low.
- You create a login.

Note:

The message alert volume is not related to Alarm features and task messages.

To Adjust Message Alert Volume

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Message Alert vol**, and press **Select**.
4. Press the **left or right side of the navigation key** to adjust the message alert volume.
5. Press **Set**.

Note:

You cannot set vibrate to work with message alerts.

Vibrate

When vibrate is turned on, the handset vibrates when an incoming call arrives. The handset does not vibrate when you receive a message or when the handset is charging.

To Turn Vibrate On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Vibrate**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Silent Mode

When silent mode is turned on, there is no sound for incoming calls and notifications. However, you will still be able to see an incoming call and notifications in the display.

To Turn Silent Mode On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Silent mode**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

> **Timesaver:**
>
> Alternatively, you can also turn silent mode on/off by pressing **Menu** followed by **#**, while on hook.

Changing Silent Mode Settings

When silent mode is turned on, you can select other ways of indicating incoming calls or messages:

- **Display flashing**: When turned on, the display flashes when an incoming call arrives.
- **Vibrate**: When turned on, the handset vibrates when an incoming call arrives.
- **Short ring**: When turned on, a short ring sounds when an incoming call arrives.

To Change Silent Mode Settings:

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Silent mode**, and press **Select**.
4. Scroll to **Settings**, and press **Change**.
5. Scroll to the desired setting, and press **Select**.

Auto Key Lock

Use auto key lock to prevent keys from being accidentally pressed.

With auto key lock turned on, the handset will automatically lock keypad after 30 seconds.

To Turn Auto Key Lock On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Auto key lock**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.
5. To answer a call when Auto key lock is on, press 📞. When you end the call, keypad automatically locks.

> **Note:**
> Alternatively, you can also turn auto key lock on/off by pressing **Menu** followed by *****, while on hook.

Backlight

To save power the backlight can be set to automatically either dim or turn off. This will happen after the handset has been idle for a configurable time delay.

The display backlight automatically turns on again when e.g. an incoming call or message arrives, or if a key is pressed.

The backlight turns off when handset is idle after a preset period of time delay.

The time delay can be adjusted between eight levels. The highest level will result in infinite time delay, and the backlight will never dim or turn off. The other levels will dim with different time delays.

The default delay setting is 5 seconds. The delay can be adjusted between 2 - 15 seconds.

> **Note:**
> Turning display backlight off when handset is idle will save battery power.

Setting Backlight to Automatically Dim or Turn Off

When setting display backlight at dimmed, display information can still be seen vaguely when handset is idle. If set to off, backlight turns off.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Press **Change** to set backlight to **Dimmed** or **Off**.

Turning Backlight Automatically On

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Press **Change** to set backlight to **Dimmed**. Backlight is now turned on.

Adjusting Backlight Delay

You can adjust the period of time before backlight turns off or dims when handset is idle.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Backlight**, and press **Select**.
4. Scroll to **Delay**, and press **Change**.
5. Press the **left and right side of the navigation key** to adjust backlight delay.

> **Note:**
>
> If adjusting backlight delay to maximum, then the backlight never turns off!

6. Press **Set**.

Auto Answer

When auto answer is turned on 📞, the handset automatically goes off hook when an incoming call arrives.

If subscribed to a Spectralink wireless solution, the handset automatically goes on hook when calls are ended.

To Turn Auto Answer On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Auto answer**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Changing Auto Answer Settings

When auto answer is turned on, you can select different situations where to use auto answer during incoming calls.

> **Note:**
>
> If **Absent in charger** is set to **On**, this setting overrules any **Auto Answer** settings.

Auto Answer Settings

- Lift from charg.: The handset automatically answers the call when removed from charger.
- After 1. ring: The handset automatically answers the call after the first ring.
- When headset: The handset automatically answers the call, when you are using a headset.
- Loudspeaker on: The handset automatically answers the call and turns on loudspeaker.
- Also in charger: The handset automatically answers the call when placed in charger.

To Change Auto Answer Settings

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Auto answer**, and press **Select**.
4. Scroll to **Settings**, and press **Change**.
5. Scroll to the desired setting, and press **Select**.

Out of Range

The out of range indicator appears when handset is moving out of range or already is out of range of base station.

With the out of range indicator turned on, the following appears in the display:

- If handset is moving out of range, the low signal icon appears in the display.
- If the handset gets out of range, the no signal icon appears in the display. If tone + icon is selected, beeps sounds when the handset comes out of range.

> **Note:**
>
> When the handset has been outside the range area, it can take up to 30 seconds before the handset is back on the system after re-entering range area.

To Turn Out of Range Indicator On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Out of range**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Changing Out of Range Settings

When out of range is turned on, the handset offers two types of out of range alerts:

- Icon only
- Tone (beep) + icon

To Change Out of Range Settings

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Out of range**, and press **Select**.
4. Scroll to **Settings**, and press **Change**.
5. Scroll to the desired alert, and press **Select**.

Missed Calls

It is possible to get notifications of missed calls shown in the display. If **Show** missed calls is turned on, the following icon ▨ shows in the display. To see details about the missed calls, you can press **Details**.

To Show/Hide Missed Calls

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Missed calls** and press **Select**.
4. Press **Change** to select between **Show** or **Hide**.

Absent in Charger

When absent in charger is turned on, the ▨ icon appears in the display when handset is placed in charger.

> **Note:**
>
> If **Absent in charger** is set to **On**, this setting overrules any **Auto Answer** settings.

To Turn Absent in Charger On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Absent in charger**, and press **Select**.
4. Press **Change** to select between **On** or **Off**.

Bluetooth (only 7742)

Bluetooth allows you to connect the handset to a compatible device with bluetooth connectivity within 10 metres (32 feet). When a wireless headset is connected to the Spectralink 7742 Handset, you can perform the following actions.

To Activate the Bluetooth Function

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.
5. Press **Change** to select **On**. The Bluetooth function is now activated.

Pair Wireless Headset with the Handset

> **Note:**
>
> Bluetooth function must be set to **On**.

When setting up a bluetooth connection, you will need to search for a compatible device with bluetooth connectivity in order to pair this device to your handset.

You will need a pin code of 1-16 numeric characters. (Consult the user guide of the Bluetooth headset for the pin code information).

You are only asked to enter this pin code the first time you connect to the device. The 📶 icon appears in the handset display when a wireless headset is connected.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Search** to search for compatible bluetooth headset, and press **Select**.
5. Select the headset code number listed in the display of the handset, press **Stop**, then press **Add**.
6. Enter pin code, and press **Ok**.
7. Press **Ok**, and press **Options** in order to connect to the headset.
8. Scroll to **Connect**, and press **Select**.
9. Press **Ok**. The wireless headset is now connected to your Spectralink 7742 Handset.

Deactivate Bluetooth

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.

5. Press **Change** to select **Off**. Bluetooth is now deactivated, and any bluetooth device con-
nected to the handset has now been disconnected.

Activate Bluetooth Again

The Device list provides a list of paired devices.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Device list**, and press **Select**.
5. Press **Yes**, and Bluetooth is activated again.
6. Press **Options**, and scroll to **Connect**.
7. Press **Select** to connect to the headset again.

Disconnect Wireless Headset

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.
5. Scroll to **Disconnect headset**, press **Change** and press **Yes** to disconnect the headset.

Connect Wireless Headset Again

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.
5. Activate **On** by pressing **Select**, then press **Exit**.
6. Scroll to **Device list**, and press **Select**.
7. Press **Options**, and scroll to **Connect**.
8. Press **Select**, then press **Ok**. The wireless headset is now connected to your Spectralink
7742 Handset.

Remove Wireless Headset from the Device List

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Device list**, and press **Select**.
5. Press **Options**.
6. Scroll to **Delete**, and press **Select**.
7. Press **Yes** to remove the headset from the device list.

Auto Connect

It is possible to connect automatically to paired devices.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.
5. Scroll to **Settings**, and press **Select**.
6. Press **Change** to select **Auto connect**. The wireless headset will now connect automatically to the handset when the headset is turned on.

Wireless Headset Volume

When the handset is on hook, it is possible to adjust the start speaking volume of the wireless headset.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Bluetooth**, and press **Select**.
4. Scroll to **Active**, and press **Select**.
5. Scroll to **Settings**, and press **Select**.
6. Scroll to **Headset volume**, and press **Select**.
7. Press the **left or right side of navigation key** to adjust the volume.
8. Press **Set**.

Switch Between Wireless Headset and Handset

When the headset is active and the handset is in a call, the audio can be switched between the headset and the handset

- If headset is active, press **Options**, scroll to **Audio to handset**, and press **Select**.
- If handset is active, press **Options**, scroll to **Audio to headset**, and press **Select**.

Last Number Redial

Consult the user guide of the wireless headset for last number redial instructions.

Advanced…

> **Note:**
> If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

In the Settings menu, it is possible to define the following advanced settings:

- Language
- Headset
- Hearing aid comp
- Microphone gain
- Long key
- Economy mode
- Alarms
- Master handset (system dependant)
- Rolling tasks
- Login (Subscription)
- Time & date
- Minimum ring time
- Old DECT servers
- Handover profile
- Local tones
- Message list content
- Noisy environment
- Flash LED on call
- MSF Tones in a call
- DECT security
- Screen lock
- Echo canceller

Changing Language

The following predefined languages are available in the handset: English, Spanish, French, German, Dutch, Czech, Italian, Danish, Norwegian, Swedish, Polish, Finnish, Russian, Turkish and Portuguese.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Language**, and press **Select**.
5. Scroll to the desired language, and press **Select**.

Using a Headset

Using headset allows you to keep up your activities and use the phone at the same time.

To Enable/Disable Ring Tone and Alert Sounds in the Headset

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Headset**, and press **Select**.
5. Press **Change** to select between the options.

To Set Headset Volume

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Headset**, and press **Select**.
5. Scroll to **Headset volume**, and press **Change**.
6. Press the **left or right side of navigation key** to adjust the volume.
7. Press **Set**.

Hearing Aid Comp

Your handset has a hearing aid compatibility mode that adjusts the frequency response for users who have hearing aids equipped with telecoil inductive pickups. Acoustic pickup hearing aids will not respond to this adjustment.

To View Status of/Enable/Disable HAC

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Hearing aid comp**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

Microphone Gain

You can suppress echo and noisy surroundings by adjusting the microphone gain. The default setting is 0 dB.

To Change Microphone Gain

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Microphone gain**, and press **Select**.
5. Scroll to the relevant option, and press **Change**.

Using Long Key

The long key function supports system features and defines a long key press to digits between 0-9. The long key press can be defined as speed dials or as predefined MSF signals.

MSF signals are system dependent. The MSF signal is sent to a server and not a specific number. If supported by the subscribed system, a MSF signal sent to the system could for example return system features to the handset. Contact your system administrator for more information.

Speed dials are phone calls. For speed dials you can define **Push to talk**, meaning that talking requires pressing left softkey while talking. When not pressing the left softkey you are muted. For more information, see "Handset Keys" on page 19.

> **Note:**
> The long key function is not related to Alarm features.

To Change Long Key Definition:

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Long key**, and press **Select**.
5. If you want to have all digits between 0-9 set as either Speed dial or MSF, press **Change** to select either **Speed dial** or **MSF**.

   - If **Speed dial** is selected, you can also define **Push to talk** for the relevant digit under **Individual Settings**. Scroll to **Individual Settings**, select relevant Speed dial, and press **Change**, scroll to **Push to talk**, and press **Change** again.

6. If you want to define individual settings for each digit (a mix of Speed dial and MSF), scroll to **Individual Settings**, and define the relevant action for each digit.

   - If **Speed dial** is selected, you can also define **Push to talk** by scrolling to **Push to talk** and pressing **Change**.

Changing Economy Mode

In economy mode, the transmitted power is dynamically controlled to increase talk time.

To Change Economy Mode Settings

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Economy mode**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

Using Alarms

The Alarm functions are system dependant.

> **Caution:**
>
> The Tear Off Cord and SAFE applications are available through separate feature licenses (Automatic Alarm Call | IP-DECT/DECT Servers 300/400/2500/6000/6500/8000) and may not be deployed in your facility. Contact your system administrator for more information.

For more information, see "SAFE, Tear Off Cord and Alarm button" on page 113.

Master Handset (System Dependant)

The Master handset feature is system dependant. Contact your system administrator for more information.

Using a Spectralink DECT Server

The handset must be registered as a Master handset. When using the handset as a Master handset, it is possible to replace another handset by moving the directory number (e.g. local number) from the handset to be replaced to the new handset.

To Replace a Handset using Master Handset

1. Ensure that you have the new handset charged and ready for use. You do not need the old handset.
2. Press **Menu** to enter main menu.
3. Scroll to **Settings**, and press **Select**.
4. Scroll to **Advanced**, and press **Select**.
5. Scroll to **Master handset**, and press **Select**.
6. Press **OK** to replace handset.
7. Enter the directory number of the handset to be replaced, and press **OK**.
8. Enter the IPEI of the new handset. For more information, see "To Check General Information" on page 83.
9. Press **OK** to confirm the replacement.

    The data is updated automatically.

10. Press **OK** and subscribe the new handset. For more information, see "Login (Subscription)" on page 101.

Using a Spectralink IP-DECT Server/Spectralink Virtual IP-DECT Server

If registered as an admin rights user, the handset replacement can be done from the admin rights user's handset in the **Settings** > **Advanced** > **Master handset** menu. If admin rights are given when handset is in use, the handset must be turned off/on again for the **Master handset** menu to appear. You must have access to both the handset to be replaced and new handset in order to do the replacement.

To Replace a Handset using Master Handset

1. Ensure that you have the new handset charged and ready for use.
2. Identify the handset to be replaced. This information must be used when replacing the handset. A handset can be identified in the following ways:
   - Extension (numeric input)
   - Username (alphanumeric input)
   - Secondary username (numeric input)
   - IPEI

   For more information about identifying the IPEI, see "To Check General Information" on page 83.
3. To invoke the admin rights user (master handset) feature though the menu of the handset, do the following:
   - Press **Menu** to enter main menu.
   - Scroll to **Settings**, and press **Select**.
   - Scroll to **Advanced**, and press **Select**.
   - Scroll to **Master handset**, and press **Select**.
4. When in the **Master handset** menu (**MSF Menu Select**), do the following to replace a handset:
   - Scroll to **Replace handset**, and press **OK**.
   - Scroll to either **Extension**, **Username**, **Sec. username** or **IPEI**, and press **OK**.
   - Enter the relevant information for the handset to be replaced, and press **OK**.
   - Enter the IPEI of the new handset.
   - Press **OK** to replace handset.
   - You now receive information about the AC code xxxxx (random generated), that must be used when subscribing the new handset.

     Subscription of the new handset is allowed for 4 minutes.
5. Subscribe the new handset:
   - You subscribe a handset by creating a login (**Menu** > **Settings** > **Advanced** > **Login** > **Create Login: Search**).

     Use the AC code that was provided to you earlier in the Master handset menu.

- Press **OK** and subscribe the new handset.

> **Note:**
>
> If the subscription period times out, you can reenter the **Master handset** menu (**MSF Menu Select**), and do the following to allow subscription:
>
> - Scroll to **Allow Subs**, and press **OK**.
>
>   Within the next 4 minutes it is now possible to subscribe the new handset.

For more information, see "Login (Subscription)" below.

Rolling Tasks

It is possible to change settings for the rolling task list. E.g. how often the task sound is played (if any) and how often the task list is changing to the next task.

To Change Rolling Task Settings

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Rolling tasks**, and press **Select**.
5. To change the period of time in seconds before changing to the next task, scroll to **Time in sec**, and press **the left or right side of the navigation key**. If you define the setting to e.g. 5, the next task is shown in the display after 5 seconds.
6. To change the task sound interval, scroll to **Indication intval**, and press the **left or right side of the navigation key**. If you define the setting to e.g. 1, the task sound will only occur every second time a task message is shown in the display.
7. Press **Save**.

Login (Subscription)

Before you can use the registered handset, it is necessary to subscribe the handset to a system (login). The handset can be subscribed to up to 15 different systems.

Selecting a Login

If you want to change to another system manually, do the following:

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Login**, and press **Select**.
5. Scroll to **Select Login**, and press **Select**.
6. Scroll to the desired login, and press **Select**.

Spectralink 7722/7742 Handset User Guide

Removing a Login

Logins can be removed from the system in use and from the 14 other systems (if connected). A password is required to remove a login. The default password is factory set at 0000.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Login**, and press **Select**.
5. Scroll to **Remove login**, and press **Select**.
6. Scroll to the desired login, and press **Select**.
7. Enter your password, and press **Ok**.
8. If the system in use is removed, it is necessary to select one of the remaining systems or to subscribe to a new one.

Creating a Login (Subscription)

To create a login, the system must allow subscriptions to be made. Some systems also require an Authentication Code (AC). You can create a login by entering the ARI of the system directly/manually or by performing a search for a system. If more than one system currently permits subscription, you will need to know the ID of the system to which you want to subscribe. Authentication Codes and system ID's will be provided by the system administrator.

You can subscribe up to 15 different systems, meaning that you can create 15 logins.

> **Note:**
>
> If the handset is already subscribed to 15 systems, you will have to remove a subscription before creating a new subscription.

To Create Login by Searching for System

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Login**, and press **Select**.
5. Scroll to **Create login: search**, and press **Select**. The handset will start searching for a system.
6. Scroll to the relevant system, and press **Select**.
7. If required, enter an AC Code and User ID and press **Ok** to connect to the system.
8. Press **Ok**.

To create Login by Entering ARI of System Directly

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Login**, and press **Select**.

5. Scroll to **Create login: manual** and press **Select**.

6. Enter the relevant ARI. Contact your system administrator for more information.

7. If required, enter an AC Code and User ID.

8. Press **Ok**. The handset will start searching for a system with the entered ARI.

9. Press **Ok**.

Activating Automatically Login

> **Note:**
>
> To activate auto login, your handset must be subscribed to two systems.
>
> Auto login should only be used when systems are separate, with no overlaps.

When auto login is turned on, the handset automatically change to another system when necessary.

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Login**, and press **Select**.

5. Scroll to **Auto login**, and press **Select**.

6. If **Off** is selected, press **Change** to select **On**.

The handset automatically selects a system. The selected system is marked with an A.

Setting Time & Date

When you turn off the handset, time and date settings are deleted if the subscribed system does not resend the information to the handset.

Choose Time Format

You can choose between the two formats: **24 hours** or **12 hours**.

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Time & date**, and press **Select**.

5. Scroll to **Time format**, and press **Select**.

6. Press **Change** to select between the options.

Change Time

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Time & date**, and press **Select**.

5. Scroll to **Change time**, and press **Select**.

6. Place cursor on the digit, you want to change by pressing the **left or right side of the navigation key**.

7. Press a digit. The cursor will then automatically jump to the next digit.

8. Press **Change**.

Choose Date Format

You can choose between the date formats: **MM/DD/YYYY**, **DD/MM/YYYY** or **YYYY-MM-DD**.

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Time & date**, and press **Select**.

5. Scroll to **Date format**, and press **Select**.

6. Scroll to the desired option, and press **Change**.

Change Date

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Time & date**, and press **Select**.

5. Scroll to **Change date**, and press **Select**.

6. Scroll to desired date format, and press **Change**.

7. Place cursor on the digit, you want to change by pressing the **left or right side of the navigation key**.

8. Press a digit. The cursor will then automatically jump to the next digit.

9. Press **Change**.

Minimum Ring Time

It is possible to adjust the minimum length of the ringing tone. As default this setting is set to **Off** and uses the default setting from the server.

Change Minimum Length of Ringing Tone

1. Press **Menu** to enter main menu.

2. Scroll to **Settings**, and press **Select**.

3. Scroll to **Advanced**, and press **Select**.

4. Scroll to **Minimum ring time**, and press **Select**.

5. Scroll to the desired option, and press **Change**.

Old DECT Servers

It is possible to make your DECT handset compatible with a CS1K (Communication Server 1000) and/or older DECT servers and some third party systems.

Ensure Compatibility with CS1K and/or Old DECT Servers

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Old DECT servers** and press **Select**.
5. If you want to define compatibility with CS1K (Communication Server 1000), press **Select**, and then press **Change** to select **On**.
6. As default the handset always sends extended location information to old DECT servers.

   If you have issues with DECT subscription, you should turn off the extended location registration, then the handset will not send extended location information to the DECT server, and subscription should work.

   To turn off extended location registration, scroll to **Use extend location**, press **Select**, and then press **Change** to select **No**.

Handover Profile

You can define the handover profile to be either **Normal**, **Fast** or **Rapid**. **Normal** is the standard and default value. Contact your system administrator for more information.

To Change Handover Profile

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Handover Profile**, and press **Select**.
5. Scroll to the desired option, and press **Change**.

Local Tones

You can change the call progress tones (busy/dial/ringback tones) in your handset. Also if you are in a different area, than the chosen call progress tone.

To Change Local Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Local tones**, and press **Select**.
5. Scroll to the desired option, and press **Change**.

Message List Content

You can define whether your list of MSF messages in the inbox/outbox is to show the call back number (or contact number if number is in the phone book) or part of the text message.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Message list Conten**, and press **Select**.
5. Press **Change** to select between the options.

Noisy Environment

If you are working in a noisy environment, it is possible to define this in the handset.

> **Note:**
> If **Noisy environment** is set to **On**, you may experience echo when moving to quiet environments.

> **Note:**
> If echo cancellation is enabled, setting under **Noisy environment** is overruled. If none of them are enabled, soft talk shift function is used.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Noisy environment**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

Flash LED on Call

You can set your handset LED to flash when receiving an incoming call.

To Set Flash LED to On/Off

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Flash LED on Call**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

MSF Tones in a Call

When receiving an MSF type I/II while in a call, you can define the following options for the MSF tone: **Normal**, **Key click** (key click sound is played), **Key beep** (key beep sound is played) and **Vibrate**. You can choose **Vibrate** in connection with one of the other options.

> **Note:**
>
> Choosing **key beep** or **key click** overrides settings for the MSF message about alerts - if the handset is in a call.

To Set MSF Tones for MSF type I/II

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **MSF Tones in a call**, and press **Select**.
5. Scroll to the desired option, and press **Change**. You can choose **Vibrate** in connection with one of the other options.

DECT Security

You can monitor the DECT system security state if encryption is enabled on the server. It is only if encryption is enabled, that you can monitor if system security state has changed (encryption being disabled). A notification is shown in the display.

> **Note:**
>
> If the system security state changes during a call, the ungoing call will still be encrypted. The following calls will not be encrypted and is ended after 15 sec if not turning off/on the handset. After turning off and then turning on the handset again, you can only make unencrypted calls until encryption is enabled on the server again. Contact your system administrator for more information.

To Monitor System Security State

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **DECT security**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

Screen Lock

You can set up a PIN (minimum 4 digits, maximum 12 digits) for your handset screen and define the screen to auto lock after a period of time of inactivity, requiring a PIN. This will prevent unauthorized access to your handset. The default screen lock time delay is 3 minutes.

It is possible to make emergency calls to predefined emergency numbers from the Screen Lock menu or from a locked handset. If the handset is locked, a lock icon 🔒 appears in the display. The

numbers must be stored in the local phone book before you can define them as emergency numbers.

Enable/Disable Screen Lock and Set Up PIN

You will be prompted to set up a PIN when enabling the screen lock feature the first time.

If using keypad lock, this is automatically disabled when enabling screen lock.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Press **Change** to select **On** or **Off**, and then press **Save**.
6. If a PIN is set up, confirm by entering the current PIN, and press **OK**.
7. If no PIN is set up, and screen lock is turned on/off, then you will be prompted to enter a new PIN.

   - Enter a PIN, and press **OK**.

     The maximum PIN length is 12 digits. Minimum PIN length is 4 digits (default is 6 digits).

     If you press **Back**, this will cancel the current operation.

   - Repeat the PIN, and press **OK**.

8. Press **OK** again to return to **Screen lock**.

> **Note:**
> It is possible to change the PIN or disable the screen lock feature. It is also possible to change the auto screen lock time. The default screen lock time delay is 3 minutes. The auto screen lock time delay can be maximum 5 minutes. If the handset is locked, a lock icon 🔒 appears in the display.

> **Note:**
> The maximum number of allowed attempts to unlock the handset is 250 (default is 3 attempts), but it is possible to define values from 1 - 250 attempts. Information about attempts left, will only be shown when there are 10 attempts or less left before the handset will lock itself.
>
> If pressing an invalid PIN using the maximum defined attempts, then you must reset the handset to factory setting and resubscribe the handset to system. All information is lost. Unlocking the factory reset functionality requires a password.
>
> When handset is locked for further usage, you can still receive calls and make emergency calls, if emergency numbers have been defined.

For more information, see "To Change PIN for Screen Lock" on the next page, "To Change Auto-Lock Time" on the next page, "To Change PIN Length" on the next page, "To Change Screen Unlock Attempts " on page 110 and "To Reset to Factory Settings" on page 111.

To Change PIN for Screen Lock

You can change the screen lock PIN.

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **PIN setup**, and press **Select**.
7. Enter a PIN, and press **OK**.

   The maximum PIN length is 12 digits. Minimum PIN length is 4 digits (default is 6 digits).

   If you press **Back**, this will cancel the current operation.
8. Repeat the PIN, and press **OK**.
9. Press **OK** again.

To Change PIN Length

The maximum PIN length is 12 digits. Minimum PIN length is 4 digits (default is 6 digits).

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **PIN length**, and press **Select**.

   The maximum PIN length is 12 digits. Minimum PIN length is 4 digits (default is 6 digits).
7. Enter the desired length using the **top and down navigation key**, then press **Save**.

   If you press **Back** before pressing **Save**, this will cancel the current operation.

To Change Auto-Lock Time

You can set the idle time before a handset's screen is locked. The auto screen lock time delay can be maximum 5 minutes. Minimum time delay is 20 seconds (default is 3 minutes).

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Auto-lock time**, and press **Select**.
7. Place cursor on the digit, you want to change by pressing the **left or right side of the navigation key**.

8. Press the**top or bottom of the navigation key** to change the digit (the time will incre-ment/decrement with 1 minute/10th of a second), and press **Save**.

The auto screen lock time delay can be maximum 5 minutes. Minimum time delay is 20 seconds (default is 3 minutes).

To Change Screen Unlock Attempts

The maximum number of allowed attempts to unlock the handset is 250 (default is 3 attempts), but it is possible to define values from 1 - 250 attempts. Information about attempts left, will only be shown when there are 10 attempts or less left before the handset will lock itself.

1. Enter the current PIN, and press **Unlock** to unlock the handset.
2. Press **Menu** to enter main menu.
3. Scroll to **Settings**, and press **Select**.
4. Scroll to **Advanced**, and press **Select**.
5. Scroll to **Screen Lock**, and press **Select**.
6. Scroll to **Settings**, and press **Change**.
7. Scroll to **Unlock attempts**, and press **Select**.
8. Press the **top or bottom of the navigation key** to change the digit, and press **Save**.

The maximum number of allowed attempts to unlock the handset is 250 (default is 3 attempts), but it is possible to define values from 1 - 250 attempts. Information about attempts left, will only be shown when there are 10 attempts or less left before the handset will lock itself.

> **Note:**
>
> Be careful when setting unlock attempts. If the limit is exceeded, then the handset must be reset to factory settings and resubscribed. For more information, see "To Reset to Factory Settings" on the next page.

To Define Emergency Numbers

Ensure that the number to be defined as emergency number exists in the local phone book. For more information about adding names/numbers to local phone book, see "Managing Contacts" on page 59

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Emergency Numbers**, and press **Select**.
7. Scroll to **Add number**, and press **Select**.

Local phone book name/numbers are shown in a list.

8. Scroll to the name/number to be added to the list of emergency numbers, and then press **Select**.

Repeat this if you want to add more name/numbers.

It is possible to search for a name/number using normal phone book quick search.

The emergency number will appear with a selected check box in the local phone book.

To deselect a name/number, scroll to the relevant number, and press **Select** again.

To Find and Call Emergency Number from Screen Lock Menu

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Emergency Numbers**, and press **Select**.
7. Scroll to **Find number**, and press **Select**.
8. Scroll to the desired name/number, and press 📞. If more than one number, scroll to the desired number, and press 📞 again.

   It is possible to search for a name/number using normal phone book quick search.

> **Note:**
> It is also possible to press **Call** (soft key) to make an emergency call.

To Remove an Emergency Number From List of Emergency Numbers

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Screen Lock**, and press **Select**.
5. Scroll to **Settings**, and press **Change**.
6. Scroll to **Emergency Numbers**, and press **Select**.
7. Scroll to **Remove number**, and press **Select**.
8. Scroll to the desired name/number, and press **Select** to remove it from the emergency number list. The check box is deselected.

   Repeat this if you want to remove more name/numbers.

   It is possible to search for a name/number using normal phone book quick search.

To Reset to Factory Settings

1. Press **Options** (left softkey).
2. Scroll to **Factory Reset**, and press **Select**.
3. Press **OK** to confirm.

Echo Canceller

You can enable echo cancellation to prevent the far-end user from hearing echo. Enabling echo cancelling does not prevent you from hearing echo. Echo cancelling is only applied to the ear speaker, therefore, it cannot be used when the speakerphone is on. If you start using echo cancellation on a site (e.g. manufacturing industry verticals), then it is highly recommended, that echo cancellation is enabled on all handsets.

> **Note:**
>
> If echo cancellation is enabled, setting under **Noisy environment** is overruled. If none of them are enabled, soft talk shift function is used.

> **Note:**
>
> Normally, the ear speaker volume has 8 steps (except when using HAC, that only allows use of step 3 - 8). If enabling echo cancellation, it is possible to increase the volume with 2 more steps (1 - 10).

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Echo canceller**, and press **Select**.
5. Press **Change** to select between **On** or **Off**.

For more information about echo cancelling, see also "Appendix A - Acoustic Echo Canceller (AEC)" on page 126.

SAFE, Tear Off Cord and Alarm button

Note:

If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Workers can be at risk during security breaches or if personal incidents require immediate attention. Personal monitoring is provided for:

- Alarm button
- Man down functionality, including "No movement"and "Not vertical" alarms
- "Running" alarms
- Tear Off Cord

Caution:

The Tear Off Cord and SAFE applications are available through separate feature licenses (Automatic Alarm Call | IP-DECT/DECT Servers 300/400/2500/6000/6500/8000) and may not be deployed in your facility. Contact your system administrator for more information.

The Alarm button is located on the top of the handset. It provides an alarm and/or instantaneous calling to any number speed-dial associated from the phonebook. This number must first be added to the phonebook, then speed dial A associated to the name in the phonebook. For more information, see "Adding a New Contact to Phone Book" on page 59 and "Adding Number to Speed Dial" on page 61.

The emergency call feature can be programmed to work with both the Alarm button and the motion sensors. It can be programmed to activate the loudspeaker if an emergency call is placed.Motion applications can be programmed to place an emergency call if the alarm state is triggered.

Alarm button and SAFE applications can be coupled with a security alarm application program which can be programmed to receive the alarm and identify the handset, the user and the location of the alarming handset along with other functionality.

The Tear Off Cord is located on the left side of the handset (only 7742).

The Tear Off Cord and SAFE applications can be coupled with a security alarm application program which can be programmed to receive the alarm and identify the handset, the user and the location of the alarming handset along with other functionality.

Contact your system administrator for full information about how personal safety applications are deployed in your facility.

> **Warning:**
>
> The reliability of the Spectralink Alarm button and SAFE application depends on the functionality and reliability of the greater infrastructure – the wireless LAN, the LAN, the call server, the central provisioning server, the server hosting location services, the central security system and its servers, the correct configuration of the Spectralink handsets, correct installation and configuration management server, and thorough training of personnel.

How the SAFE Application Works

Three conditions of alerting can be activated and each is configurable by your administrator according to the requirements of the facility. If not having the Automatic Alarm Call License installed, the user cannot configure any of these settings. The user may be able to temporarily suspend SAFE motion monitoring if the "snooze" feature is configured. If having the Automatic Alarm Call License installed, the user can configure all the alarm settings.

If any of the SAFE motion conditions occur, the handset will first warn the user about an impending alarm and if the user does not cancel the warning within a configurable number of seconds the handset will start to alarm.

These are the SAFE motion conditions:

- **Running** – the handset detects shaking when a user runs for a configurable number of seconds. If the warning is not canceled, an emergency call will be placed, if configured.
- **Not Vertical (Tilt)** – the handset is not vertical for a configurable number of seconds. If the warning is not canceled, an emergency call will be placed, if configured.
- **No movement** – the handset remains still for a configurable number of seconds, potentially indicating the user is no longer moving. If the warning is not canceled, an emergency call will be placed, if configured.

The SAFE motion conditions are configurable by sensitivity so depending on the sensitivity level configured by the administrator, it may take very little motion/tilt/stillness to trigger a warning or it may take a lot.

If an emergency call is placed, it preempts any active call which is ended by the application.

> **Caution:** Contact your system administrator for training on SAFE motion and Alarm button applications
>
> All users need to know what aspects of the SAFE and Alarm button applications have been configured and what the result will be if an alarm is activated, either intentionally or unintentionally. The user cannot permanently disable Spectralink Personal Alarms or turn the feature on and off.

Using the Alarm Button

When you press the Alarm button on top of the handset, the alarm state is entered. A loud warning tone may sound and a call may be placed to any number speed-dial associated from the phonebook. This number must first be added to the phonebook, then speed dial A associated to the name in the phonebook. For more information, see "Adding a New Contact to Phone Book" on page 59 and "Adding Number to Speed Dial" on page 61.

Activating the Alarm Button

The Alarm button can be configured in several different ways. Contact your system administrator to find out which of these setting is active in your application:

- Is the Alarm button activated by a long press, two short presses or either?
- Does pressing the Alarm button place an emergency call?
- Does pressing the Alarm button sound an alarm through your handset's speakerphone?
- When an emergency call is placed, does the audio come through the speakerphone?

> **Note:**
>
> An emergency call preempts and terminates any existing active call. The emergency call is ended by hanging up the call, as with a normal call, or by the far end hanging up. However, the handset remains in the alarm state until manually cleared by the user

Using the Tear Off Cord (only 7742)

When you tear off the cord, the alarm state is entered. A loud warning tone may sound and a call may be placed to any number speed-dial associated from the phonebook. This number must first be added to the phonebook, then speed dial A associated to the name in the phonebook. For more information, see "Adding a New Contact to Phone Book" on page 59 and "Adding Number to Speed Dial" on page 61.

Activating the Tear Off Cord

The Tear Off Cord can be configured in different ways. Contact your system administrator to find out which settings are active in your application.

Possible configurations includes:

- Activation time
- Pre-alarm
- Sensitivity

> **Note:**
>
> The emergency call is ended by attaching the cord.

Defining Alarm Settings

To Change Alarm Settings for Alarm Button

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Alarm key**, and press **Select**.
6. Scroll to either **Send MSF** or **Speed dial**, and press **Change**.
   - If choosing **Speed dial**, you can also activate **Loudspeaker**.

> **Note:**
>
> If you have defined the Alarm button to work with Speed dial, **A. empty** is shown in the Speed dial list in the Phone Book menu, and you can define a number to be dialed when pressing the Alarm button.

To Change Alarm Settings for Tear Off Cord (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Tear-off string**, and press **Select**.
6. Scroll to either **Send MSF** or **Speed dial**, and press **Change**.
   - If choosing either **Send MSF** or **Speed dial**, it is possible to activate use of **Pre alarm** (pre alarm is the time interval, where it is possible to cancel the alarm before the alarm is executed with MSF or call). Scroll to **Pre alarm**, and press **Change**. The Pre alarm is defined to 10 sec. Using a third party application, it is possible to change the Pre alarm time.
   - If choosing **Speed dial**, you can also activate **Loudspeaker**. Scroll to **Loudspeaker**, and press **Change**.

To Disable Use of Tear off Cord (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Tear-off string**, and press **Select**.
6. Scroll to **Off**, and press **Change**.

To Change Alarm Settings for Running Detector (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Running detector**, and press **Select**.
6. Scroll to either **Send MSF** or **Speed dial**, and press **Change**.

   - If choosing either **Send MSF** or **Speed dial**, it is possible to activate use of **Pre alarm** (pre alarm is the time interval, where it is possible to cancel the alarm before the alarm is executed with MSF or call). Scroll to **Pre alarm**, and press **Change**. The Pre alarm is defined to 10 sec. Using a third party application, it is possible to change the Pre alarm time.
   - If choosing **Speed dial**, you can also activate **Loudspeaker**. Scroll to **Loudspeaker**, and press **Change**.

To Disable Use of Running Detector (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Running detector**, and press **Select**.
6. Scroll to **Off**, and press **Change**.

To Change Alarm Settings for Man Down Detector (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Man down detector**, and press **Select**.
6. Scroll to either **Send MSF** or **Speed dial**, and press **Change**.

   - If choosing either **Send MSF** or **Speed dial**, it is possible to activate use of **Pre alarm** (pre alarm is the time interval, where it is possible to cancel the alarm before the alarm is executed with MSF or call). Scroll to **Pre alarm**, and press **Change**. The Pre alarm is defined to 10 sec. Using a third party application, it is possible to change the Pre alarm time.
   - If choosing **Speed dial**, you can also activate **Loudspeaker**. Scroll to **Loudspeaker**, and press **Change**.

To Disable Use of Man Down Detector (only 7742)

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Advanced**, and press **Select**.
4. Scroll to **Alarms**, and press **Select**.
5. Scroll to **Running detector**, and press **Select**.
6. Scroll to **Off**, and press **Change**.

Updating Firmware

> **Note:**
>
> Contact your distributor for newest firmware.

The Spectralink DECT Handset firmware can be updated the following ways:

- Over the Air (SUOTA - Software Update Over The Air) through the web based Administration Page of the Spectralink IP-DECT/Virtual IP-DECT/DECT Server.

- Using the Handset Management Cradle and Handset and Repeater Management Tool.

  To update the Spectralink DECT Handset using the Handset and Repeater Management Tool, acquisition of a Handset Management Cradle and download of Handset and Repeater Management Tool is required. Physical access to each Spectralink DECT Handset to be updated is also required.

  For more information about the Handset Management Cradle, see "Charger Options" on page 15. For more information about the Handset and Repeater Management Tool see Handset and Repeater Management Tool User Guide.

Product Compatibility

If you have any questions about product compatibility, contact your system administrator.

Use only Spectralink Handset with other Spectralink products as identified by the type approval model ID and/or part number located on the label of the product.

Spectralink 7202/7212, 7622/7642, 7722/7742	
Spectralink 7202 Handset	K023
Spectralink 7212 Handset	K023
Spectralink 7622 Handset	K023
Spectralink 7642 Handset	K023
Spectralink 7722 Handset	K023
Spectralink 7742 Handset	K023
Single Charger (6.0V DC, 350mA)	84642488 / 84642493
Dual Charger (6.0V DC, 1.0A)	K024 (84642500)
Dual Charger (6.0V DC, 1.0A)	K024 (84842501)
Power Supply (5.99V DC, 1.0A)	84642601
Charger Rack (Multi Charger) (6.0V DC, 5.0A)	K004
Power Supply for Charger Rack: EU version	02509500
Power Supply for Charger Rack: UK version	02509501
Power Supply for Charger Rack: AU version	02509502
Power Supply for Charger Rack: US version	02509503
Handset Management Cradle (6.0V DC, 350mA)	84642489 / 84642494
Power Supply (5.99V DC, 1.0A)	84642601
USB cable for Handset Management Cradle	84718504
Power Supply (5.99V DC, 1.0A)	84642601
LI-Ion Battery Pack (3.6V, 1170mAh, 4.2Wh)	DM322 (84743428) (Order number 02319901)

Spectralink 7522/7532	
Spectralink 7522 Handset	K022
Spectralink 7532 Handset	K022
Single Charger (6.0V DC, 350mA)	84642472
Handset Management Cradle (8.0V DC, 350mA)	84642473
Power Supply (5.99V DC, 1.0A)	84642601
USB cable for Handset Management Cradle	84718504
LI-Ion Battery Pack (3.6V, 1170mAh, 4.2Wh)	DM322 (84743428) (Order number 02319901)

Technical Specifications

Approvals

- EMC: EN 301 489 - 1
- EMC: EN 301 489 - 6
- EMC: EN 301 489 - 17 (only 7742)
- Radio: EN 301 406
- Radio: EN 300 328 (only 7742)
- Safety: EN 60950 - 1
- SAR: EN 50360

Size and weight

- Size: 148.4 x 50.4 x 20 mm/5.84 x 1.98 x 0.79 in
- Weight incl. battery: 115 g ± 10 g/4.1 oz ± 0.35 oz

Capacity Spectralink 7722

- Active talking time (Economy mode) up to 19 hours.
- Standby time up to 119 hours.

Capacity Spectralink 7742

- Active talking time (Economy mode) up to 21 hours.
- Standby time up to 118 hours.

Capacity Spectralink 7742 with Bluetooth Turned on and Headset Connected

- Active talking time up to 13 hours.
- Standby time up to 117 hours.

Temperature

- Operating temperature: -10° - 55°C/14° - 131°F
- Charging temperature: 0° - 40°C/32° - 104°F

Air pressure

- Air pressure: Normal atmosphere condition

IP Rating

- According to EN60529.
- Spectralink 7722 and Spectralink 7742: IP64 (Dust tight and water splash proof)

Drop Test

- According to IEC 60068-2-32.

Vibration Test

- According to IEC 60068-2-6 (2007-12).

Bump Test

- According to IEC 60068-2-27 (2008-2).

Disinfectant Resistant Handset

- Remove this handset from charger and turn it off before cleaning. Do not use liquid cleaners or aerosol cleaners. Use damp cloth for cleaning.

Troubleshooting

In general, always check with your system administrator if there is newer software to be downloaded. For information about the software version in the handset, see "General Information" on page 83.

Spectralink Handset

Problem	Action	Reference
The handset freezes.	Remove and replace batteries. Press left softkey to turn on handset.	"Replacing Battery" on page 13
The handset does not ring.	Check whether Silent mode is turned On.	"Silent Mode" on page 86
The handset cannot find a system ID at Create Login.	Check whether the system is set to allow subscriptions.	
The handset cannot subscribe even if system ID has been found.	Check if Authentication Code is necessary. If you are subscribing to an older DECT server or other servers, try to set **Use extend location** to **No**.	Check if Authentication Code is necessary. "Old DECT Servers" on page 105
Not possible to turn on the handset.	Check if battery is connected. If yes, charge the battery.	"Charging Battery" on page 17
The handset turns off when it receives a call or goes off-hook.	Charge the battery. If the problem continues, change the battery as it might be defective.	"Charging Battery" on page 17 "Replacing Battery" on page 13
Getting error information	If the handset is not functioning properly, the infrastructure that the handset is connected to may not be working properly. Therefore, before you return a handset for repair ensure that the main system is operating properly.	
The number of screen unlock attempts are exceeded.	The handset must be reset to factory settings.	"To Reset to Factory Settings" on page 111

Appendix A - Acoustic Echo Canceller (AEC)

In the following you will find illustrations and descriptions of scenarios where the echo canceller is used.
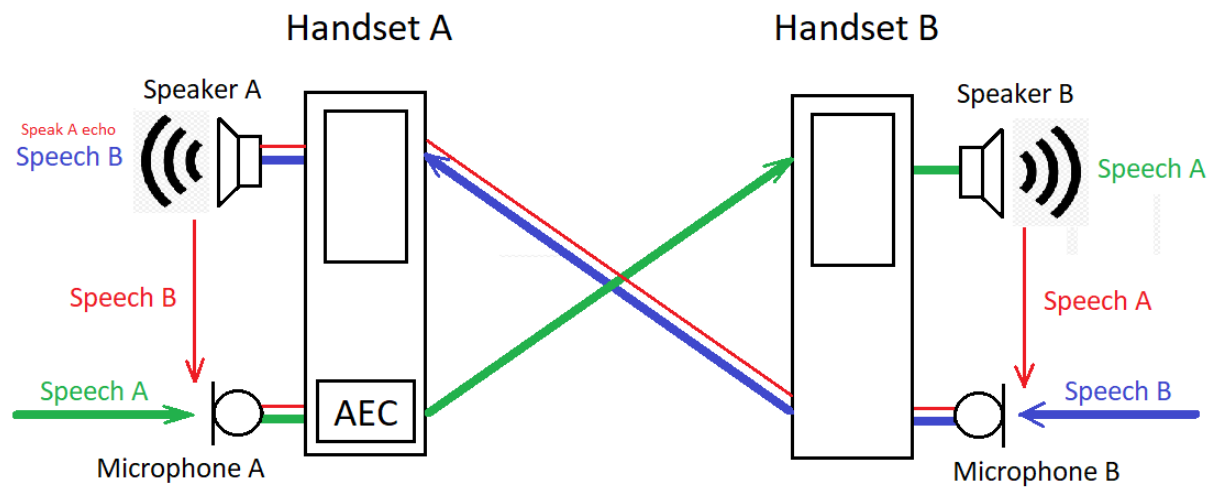
Handset A and B: AEC Enabled
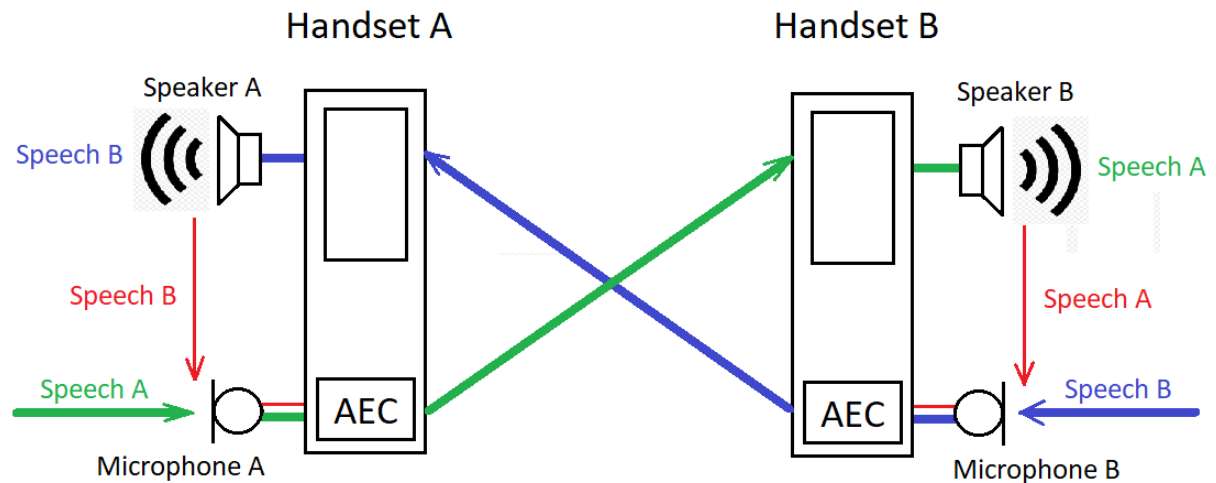
The figure above shows a conversation between user A and user B. When the Acoustic Echo Canceller (AEC) is enabled in handsets A and B, the users will not hear echoes of their own speech.

The following describes how the AEC works:

1. User A and user B are in a telephone conversation. The AEC is enabled on both handsets.
2. User A speaks, and user B says nothing.
3. Microphone A picks up the speech from A, and sends it to speaker B.
4. User B hears speech A in speaker B.
5. Speaker B also sends speech A out in the environment and inside the handset.
6. Microphone B picks up a part of speech A (undesired signal).
7. The AEC in handset B removes the undesired signal to avoid user A will hear an echo of speech A.

Handset A and B: AEC Disabled

The figure above shows a conversation between user A and user B. When the Acoustic Echo Canceller (AEC) is disabled in handset B, user A will hear echoes of his own speech if the delay is more than 25 ms.

The following describes how this happens:

1. User A and B are in a telephone conversation. The AEC is disabled on handset B.
2. User A speaks, and user B says nothing.
3. Microphone A picks up the speech from A, and sends it to speaker B.
4. User B hears speech A in speaker B.
5. Speaker B also sends speech A out in the environment and inside the handset.
6. Microphone B picks up a part of speech A (undesired signal).
7. The undesired signal is sent to user A, who will hear it as an echo of speech A.