8242 DECT Handset

OXO Connect

User Manual

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This document describes the services offered by the 8242 DECT Handset connected to an OXO Connect or OXO Connect Evolution system.
Your phone can be connected to an IBS or an IP-Dect radio base station depending on the company telephone system. Some features depend on the type of radio base station you are connected to. The main document describes features when connected to an IBS radio base station. A specific chapter is used to describe features when connected to an IP-Dect radio base station.

Operating conditions

This approved DECT telephone is intended to be used with an ALE International cordless PABX. The following conditions must be respected, notably concerning the use of radioelectric frequencies:

- Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
- To limit the risk of interference, people with pacemakers must keep the wireless telephone away from their equipment (minimum distance of 15 cm/6 inches).
- It is recommended to follow the standard acceptance procedures before using this equipment in human safety critical areas (hospitals...).
- DECT equipment can only be used to establish links between fixed points if these links are temporary.
- The conditions of access to a DECT equipment telepoint network shall be stipulated by contract with the operator of the authorized telepoint network concerned.
- Do not expose your telephone to severe conditions (rain, sea air, dust, etc.).
- Switch off the telephone before changing the battery.
- You must not switch on or use your telephone near gas or inflammable liquids.
- The headset includes magnetic elements that may attract sharp metallic objects.
- There is a danger of explosion if the battery is replaced incorrectly. Use only recommended battery Alcatel-Lucent 3BN67332AA (Dongguan DRN New Energy Co. Ltd. RTR001FXX - Li-ion 3.7V 1100mAh 4.1Wh).
- The mains power socket used must be close to the charger/holder and easily accessible, so that it can be used as an 'on/off' facility.
- Charge the battery for about 6 hours before initial use.
- Use the following 82x2 DECT Handset charging units:
  - o 8232 DECT Handset Desktop charger (3BN67331AA).
  - o 8232-8242 DECT Handset Desktop charger (3BN67331AB).

  With the following Power Supply Units:
  - 8232 DECT Handset Desktop charger PSU Europe (3BN67335AA)
    TenPao (Model S005AYV0500100) – efficiency level VI (rating I/P:AC 100-240V, 0.2A; O/P: DC 5V, 1A).
    Friwo FW7713/XX – efficiency level V (rating I/P:AC 100-240V, 150mA; O/P: DC 5V, 1A).
  - 8232 DECT Handset Desktop charger PSU WW (3BN67336AA)
    TenPao (Model S008ACM0500100 with UK,US,AUS plugs) – efficiency level VI (rating I/P:AC 100-240V, 0.3A; O/P: DC 5V, 1A).
    Friwo FW7712 - efficiency level V (rating I/P:AC 100-240V, 125mA; O/P: DC 5V, 0.9A).
- You can charge the device by connecting it to a USB 2.0 port (type A).
- To prevent possible hearing damage, do not listen at high volume levels for long periods.

The labels and icons presented in this document are not contractually binding and may be modified without prior warning. The labels and icons displayed on your phone depend on the system to which you are connected and may differ from those specified in this document.

1 Getting to know your telephone

1.1 Phone description

Your phone can be configured to display icons or labels for software key. All descriptions in this user documentation refer to the handset in icon display mode. To ensure that your set matches the documentation make sure the phone is configured correctly. Refer to chapter: Handset in icon display mode.

①		Switch the phone on/off, lock/unlock the phone and activate standby mode. • Switch on (long press). • Switch off (long press). • Lock/unlock the phone. • Standby mode on/off (short press).
②		• Answer the call. • Long press (feature depending on the system): redial last number or access the redial list. • Switching between two calls (broker call).
③		• Switch off ringer. • Hang up.
④		• Return to previous menu. • Erase a character. • Delete an entire field.
⑤		• Access menu.
⑥		• Access menu. • Confirm. • Navigate.
⑦		• Short press: access the company directory. • Long press: customizing your telephone.
		• In communication mode: Activate/deactivate the mute feature. No feature is associated with this key in idle mode.
		• In communication mode: Activate/deactivate the loudspeaker.
		• In idle mode. Access the ringer and vibrate adjustment feature.
⑧		• Access to personal speed dial (long press.).

⑨	LED.	• Green steady: the phone is on the charger and the battery is fully charged. • Red steady: the phone is on the charger and the battery is charging. • Slow yellow flashing: telephonic event such as unread message, missed call, etc. • Rapid yellow flashing: incoming call. • Slow red flashing: out of coverage. • Rapid red flashing: low battery warning. • Slow blue flashing: bluetooth is activated. • Flashing when the phone is plugged into the charger means the same as when the phone is not plugged into the charger.
⑩		• 3.5 mm jack plug for headset and maintenance.
⑪		• Short press: decrease the volume of ring tone during an incoming call (4 steps) or decrease volume of loudspeaker during a conversation (8 steps). • Long press: activate/deactivate the mute feature.
⑫		• Short press: increase the volume of ring tone during an incoming call (4 steps) or increase volume of loudspeaker during a conversation (8 steps). • Long press: activate/deactivate the loudspeaker.
⑬		• Clip to hook your phone on your belt. You can remove the clip and instead use the cover that is provided in the phone package.
⑭		• Usb socket for charging the battery and upgrading the phone.
⑮		• Press on this key to light up the screen when the phone is in idle state. • Can be programmed to lock/unlock the phone.
⑯	🏠	• Back to homepage.
⑰	F	• Programmable keys (f1 and f2 keys).
⑱	♪	• Depending on whether the device is in vibrate mode or ring mode, this key will have different effects. It is a shortcut to adjust the vibration/ring effect. Refer to the section about the audio key.

1.2 Status icons

The status icons are displayed on the welcome screen and indicate the status of the telephone.

	Battery charge level (> > >).
	In charge (flashing icon).
	New event(s) - callback request, voice mail, text mail, missed call.
	Indicates a pending calendar notification.
	Appointment programmed.
	Call diversion activated.
	Vibrate mode active.
	Ringer active.
	Ringer disabled.
	Radio reception quality - Normal Mode.
	Radio reception quality - 50 mW power.
	Loudspeaker on (in conversation).
	Mute on (in conversation).
	Economy mode activated and used (green).
	Economy mode activated (gray).
	Bluetooth enabled.
	Bluetooth connected to a device.
	Bluetooth audio active with a connected device.

You can obtain details on the status icons from the tooltips that appear on the welcome screen when you use the navigator:	

1.3 MENU icons

The MENU is accessible from the welcome screen by pressing the Menu key.	▤

It provides access to all the functions available on your system. All icons are described in their unselected state. When selected, the icons are displayed in purple.

	Contacts: Manage your personal directory and access the company directory.
	Dialed: Call back the last number dialed.
	Forward: Divert your calls to another number.
	Messages: Access the messaging portal. • Consult and send voice and text messages. • Access the call log.
	Alarms: Access alarm programming.
	Lock: Lock/unlock the set.
	Services: Access the services configuration of the handset (associate, overflow, password, name, number, etc.).
	Settings: Access the general settings of the phone (key sound, economy mode, charger warning, programming of F1 and F2 keys, etc.).
	Call pick-up: Answer a call intended for another telephone.
	Calendar: Access the calendar.
	Alarm Set: Alarm settings menu (Password protected.).
	Alarm ack: Access the alarm acknowledgment services.
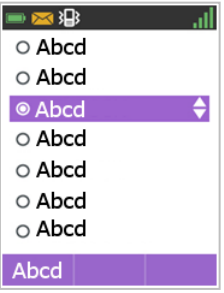
1.4 Call icons

	Making a call.
	Receiving a call.
	Call on hold.
	Accessing the directories.
	Transferring a call.
	Switching to DTMF signals.
	Setting up a conference.
	Forwarding your calls to your voice message service.
	Parking an external communication.
	Record the conversation.
	Manual hold.
	Cancel enquiry.

In the event of a multiple call, the icons have symbols (such as numbers) to distinguish between the different callers.

Example: first call is on hold, second call is ongoing. /.

1.5 Accessing the MENU and navigating

Access the menu.	Press the MENU key.	
Select a function in the MENU.	Use the navigator keys and press the OK key to select a function.	
Navigating within a function.	You can move vertically along the various labels within the function. Press the OK key to validate your choice.	
	OR.	
	You can move horizontally along the various icons within the function. Press the OK key to validate your choice.	

1.6 Handset in icon display mode

Your phone can be configured to display icons or labels for software key. All descriptions in this user documentation refer to the handset in icon display mode. To ensure that your set matches the documentation make sure the phone is configured correctly.

To activate the icon display mode:

	• Access MENU.
	• *Settings*
	• *Keys*
	• *Soft key: icon mode*
	• *On*

2 Getting started

In order to have a fully operational 8242 DECT Handset, make sure that you have the following items: the battery, the AC/DC adapter, the power supply and the USB cable.
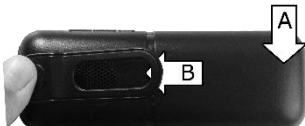
2.1 Installing the battery in the telephone

- Installing the battery in the telephone:

If the belt clip is installed, you must lift it up and maintain it in this position during the battery installation or replacement.	
Lift up the cover.	
Position the battery 'connectors ' side as shown in the drawing (A). Terminate the installation of the battery in its compartment by pressing as shown in the drawing (B).	
Replace the cover.	

- Removing the battery from the telephone

If the belt clip is installed, you must lift it up and maintain it in this position during the battery installation or replacement.	
Lift up the cover.	
Remove the battery from its compartment as shown in the drawing.	

2.2 Installing the memory card

The handset SD card stores handset configuration data and, depending on your system, may also store subscription data. Please refer to the system administrator for more details.
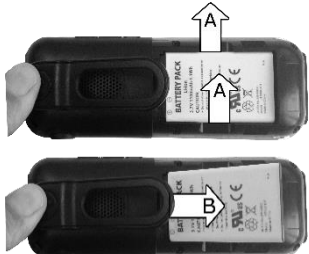The SD card allows up to 500 contacts and 200 messages.

You must be in possession of the memory card for your phone.

The supported Micro SD memory cards are:

- Kingston: 2, 4, 8 & 16 GB – Class 4 & 10,
- Trancend 2, 4, 8 & 16 GB – Class 4 & 10.

Switch off the handset.	
If the belt clip is installed, you must lift it up and maintain it in this position during the battery installation or replacement.	
Lift up the cover.	
Remove the battery from its compartment as shown in the drawing.	
Slide in the memory card from under the two small crescents and press it as shown in figure	
Position the battery 'connectors ' side as shown in the drawing (A). Terminate the installation of the battery in its compartment by pressing as shown in the drawing (B).	
Replace the cover.	
Switch on the handset	

Dropping the handset may cause the memory card to dislodge inside the handset. When this happens, the user will be warned via an audible warning signal every 5 seconds, and the message 'Check memory card' is given. Please insert the memory card correctly in the handset.

2.3 Charging your telephone battery

2.3.1 Charging the battery on a single charger

Put your phone on its support. Plug the USB cable into the 5V socket of the desktop charger. Plug the other end of the USB cable into the AC/DC adaptor. Plug the AC/DC adaptor into the mains power supply.

- Green steady: the phone is on the charger (or connected to the USB cable) and the battery is fully charged.
- Red steady: the phone is on the charger and the battery is charging.

You can configure how the handset behaves when it is installed on the charger using the settings menu. Refer to the chapter on configuring your telephone.

2.3.2 Charging the battery on a dual charger

Place the handset front forward into the Dual Charger upper slot. Place a spare Battery Pack in the front slot, charging contacts down.

To remove the spare battery, push down on the front button.

- Green steady: the phone is on the charger (or connected to the USB cable) and the battery is fully charged.
- Red steady: the phone is on the charger and the battery is charging.

You can configure how the handset behaves when it is installed on the charger using the settings menu. Refer to the chapter on configuring your telephone.

2.3.3 Charging the battery with a USB cable

Plug the USB cable into the USB port of your phone. The other end of the USB cable can be plugged into the AC/DC adaptor or into a computer USB port.

You can also charge your phone from any USB plug, such as a computer USB plug. However, the charging time is longer than charging with the AC/DC adapter. Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, …).

2.3.4 LED

- Green steady: the phone is on the charger (or connected to the USB cable) and the battery is fully charged.
- Red steady: the phone is on the charger and the battery is charging.

Recharge your telephone battery regularly. The telephone can be on or off when recharging the battery. If the telephone is to remain unused or out of its charger for several weeks, remove the battery and store it separately.

The battery charging time is less than 3 hours. The charging time is longer if charging through the USB plug from a device other than the AC/DC adapter.

2.3.5 Autonomy of your telephone

On standby in the radio coverage zone. Up to 160 hours.

In continuous conversation. Up to 20 hours if economy mode is activated, 17 hours if economy mode is not activated.

Switch off the telephone before changing the battery.

2.4 Switching on your telephone

• Press the switch on/off key (long press). • Your telephone is switched on.	▢

If the display fails to light up or the battery icon is flashing, recharge the battery.
If the radio reception icon doesn't appear on the telephone display:
- Check that you're in an area covered (if you're not, move close to a radio base station).
- Check that the telephone is properly installed in the system (consult the PABX manager).
If the display indicates: 'Auto install ?', see paragraph 'Registering the telephone' or contact your installation technician.

2.5 Switching off your telephone

|	
• Press the switch on/off key (long press). • Select the switch off feature. • Your telephone is switched off.	▢

3 Using your telephone

3.1 Messaging portal

The messaging portal allows you to access and manage features such as the call log, text messaging and voice messages.

	When you have received a new event (new voice message, new text message or new missed call) the message icon is displayed in the status bar. The orange LED on your telephone flashes to indicate that you have a new request. You are alerted by a special tone. The event priority is (high to low): callback request, voice message, text message and missed call. Select the icon to access the messaging portal directly.

Accessing the messaging portal

	• Select the message icon in the status bar from the welcome screen by using the left/right navigation keys. New events are automatically displayed.
OR.	
	• Access MENU.
	• *Messages* Access the messaging portal.

Accessing the features of the messaging portal

	• Use the left/right navigation keys to select the desired tab.
	• *Call log:* access the call log. Enter your password if required (depending on the system configuration and your preferences).
		✕	Consulting missed calls.
		≡	Consulting all calls
	• *Voice Mail:* access the voice mail. Enter your password if required (depending on the system configuration and your preferences).
	• *Textmails:* access the text mail. Enter your password if required (depending on the system configuration and your preferences).

	• Use the up-down navigation keys to select an event and press OK to open it.

Unread events are in bold.

Actions available from the messaging portal

The actions you can perform when you access the messaging portal depend on the selected tab and the state of the event (new or acknowledged).

	• Use the up-down navigation keys to select the action and press OK
	• *Read*: Read the selected event. • *Ack all*: Acknowledge all events of the selected tab as read. • *Delete all*: Delete all events of the selected tab. • *Sendmsg*: Send a voice or text message. • *Call*: Call the contact, originator of the event. • *Clear*: Delete one call log event. • *Read+*: Display additional information about the call. • *PersSpDial*: Save the contact on your personal phonebook.

When you consult a new event (call log, instant message or voice message), the event is automatically acknowledged. However, you can choose to acknowledge all events without consulting them.

When consulting an event (call log, instant message or voice message), you can delete the event once you have consulted it. However, you can choose to delete all events in one go.

Enable or disable the authentication
If authentication is enabled, you have to enter your personal password when you consult the call log, voice or text messages, send a new voice message, ack all or delete all new events.
The password information is retained for a few seconds so that if you quit the messaging portal you can access it again after a few seconds without having to re-enter your password. The length of this time-out depends on your system configuration. For more information, contact your installer or administrator.
You can change the setting so that you don't have to enter a password each time you want to access the messaging portal features.

To enable or disable the authentication if authorised by the administrator:

	• Access MENU.
	• *Services*
	• *Useroptions*
	• *Auth*
	• Enable or disable the authentication. Your personal password is required to disable it. • Press or select OK to confirm.

3.2 Making a call

	• Dial.
	• Send the call.

You are in communication:

	• Hang up.

To make an external call, dial the outside line access code before dialing your contact number.

3.3 Calling from your personal directory

	• Access MENU.
	• *Contacts*
	• *PersSpDial* • Validate access to the 'personal directory '.
	• Select the name of the person you wish to call.
	• Send the call.

Quick access: (long press).

3.4 Calling your caller by name (company directory)

	• Access MENU.
	• *Contacts*
	• *Directory*
	• Enter the first letters of your contact's surname. • Apply.
	• Select the desired name.
	• Send the call.

If several names come up, you can refine the search by entering the successive letters (second, third, etc.) of the name you are looking for.

Press 1 when you do not know one of the letters of the name.

For fast access to this function from the home screen page, press the directory key...

3.5 Receiving a call

You are receiving a call.

	• Answered incoming calls.
	• Disabling the ringer: press the hang up key when your telephone rings: it is still possible to answer by pressing the off hook key.
Speak.	
	• Hang up.

The ringer does not ring if:

- The vibrate mode is active, the vibrate mode active icon is displayed on the screen saver.
- The ringer is disabled, the ringer disabled icon is displayed on the screen saver.

3.6 Redialing

3.6.1 Call back one of the last numbers dialed

	• Long press.
OR.	
	• Access MENU.
	• *Dialed*
	• Select the number in the list.
	• Send the call.

3.7 Requesting automatic callback if internal number is busy

Transfer to voicemail.

	• Call back.

To cancel the automatic callback request, enter the 'Cancel automatic callback' function code.

3.8 Call log

3.8.1 Access the call log.

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Call log* • Confirm.
	• Enter your password (if required) and apply.
	• Consulting all calls. x: Missed calls. <: Incoming calls. >: Outgoing calls.
	• Consulting missed calls.

✕	

3.8.2 Call back the contact

	• Select the contact to call. All information about the call is displayed.
	• Press ok key to open menu. • *Call*

3.8.3 Delete one call log event

	• Select the contact to delete. All information about the call is displayed.
	• Press ok key to open menu. • *Clear*

3.8.4 Add a number to your personal directory

	• Select the contact to call. All information about the call is displayed.
	• Press ok key to open menu. • *PersSpDial*

3.8.5 Acknowledge all missed calls

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Call log* • Confirm.
	• Enter your password (if required) and apply.
	• **Ack** all

3.8.6 Delete all events from the call log

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Call log*

	• Confirm.
	• Enter your password (if required) and apply.
	• Delete all

3.9 Callback requests

	When you receive a callback request, the message icon is displayed on the welcome screen. The orange LED on your telephone flashes to indicate that you have a new request.
	• Display of callback requests.

	The message icon disappears once all new events have been consulted.

3.10 Consulting your voice mailbox

	When you have received a message, the Message icon is displayed on the welcome screen. The orange LED on your telephone flashes to indicate there is a message.

	• The number of new vocal messages is displayed in the phone notification area.
OR.	
	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Voice Mail* • Confirm.
	• Enter your password (if required) and apply.
Display number of new and old messages.	
	• *Playnew*

To access voice mail functions.

You can move horizontally along the various icons.

1	2	3	4	5	6	7
⚏	🗑	☎	✉→	❚❚	≪	≫

1	• Listen to the messages.
2	• Delete the current message.
3	• Call back the person who left the message.
4	• Send a copy of a message.
5	• Pause while listening to message.
6	• Go back 10 seconds.
7	• Go forward 10 seconds.

✉	The message icon disappears once all new events have been consulted.

3.11 Consulting text messages

✉	When you have received a message, the Message icon is displayed on the welcome screen. The orange LED on your telephone flashes to indicate there is a message.

⚏	• The number of new vocal messages is displayed in the phone notification area.
OR.	
▤	• Access MENU.
✉	• *Messages* Access the messaging portal.
⚏OK	• *Textmails*

	• Confirm.
	• Enter your password (if required) and apply.

Read the messages:

	• Select a message to read. • Confirm.
	• *Readamsg ?* Confirm access to the 'read messages' option.
	• From the 'options' menu, you can delete the message, callback the message sender, reply to the message or save the message sender's number in your list of personal contacts.

	• The message icon disappears once all new events have been consulted.

3.12 Sending a written message to an internal contact

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Textmails* • Confirm.
	• Enter your password (if required) and apply.
	If you have one or more unread messages, select the following menu: • *Sendamsg* • Confirm.
	• Dial the number. • Confirm.
	• Select the message to be sent. • Apply.

The following 27 predefined messages exist:

1	CALL ME BACK	15	MEETING ON ___ (*)
2	CALL ME BACK TOMORROW	16	MEETING ON ___ AT _:_ (*)
3	CALL ME BACK AT _:_ (*)	17	OUT FOR A WHILE
4	CALL BACK _____ (*)	18	ABSENT FOR THE REST OF THE DAY
5	CALL THE ATTENDANT	19	ABSENT, BACK AT _:_ (*)
6	CALL THE ASSISTANT	20	ABSENT, BACK ON ___ AT _:_ (*)
7	I WILL CALL BACK AT _:_ (*)	21	ON VACATION, BACK ON ___ (*)
8	USE PAGING	22	EXTERNAL MEETING
9	PLEASE FETCH YOUR FAX	23	EXTERNAL MEETING, BACK ON ___ (*)
10	PLEASE FETCH YOUR MAIL	24	I AM IN ROOM NR __ (*)
11	PLEASE CANCEL YOUR FORWARDING	25	IN A MEETING - DO NOT DISTURB
12	VISITORS ARE WAITING	26	AT LUNCH
13	YOU ARE EXPECTED AT RECEPTION	27	INDISPOSED
14	MEETING AT _:_ (*)	(*)	Messages to be completed using numeric keypad

If selected message has to be completed:

[OK]	• Confirm access to the message to be completed.
[keypad]	• Complete the message. • Apply.

[←] When editing a message to be completed you can use the delete key to delete any entered characters. The browser lets you move the cursor in an input field.

3.13 Send a voice message copy

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Voicemails* • Confirm.
	• Enter your password (if required) and apply.
	• Select the message to copy.
	• *Sendcopy*
	• Number or name of the recipient or list. • Confirm.
	• Confirm. • Confirm.
To record a comment:	
	• *Sendcopy*
	• Number or name of the recipient or list. • Confirm.
	• *Reccomment* • Confirm.
	• Confirm. • Start recording.
Recording in progress.	
	• *Stop*
	• Confirm.

While the message is being recorded, you can select other functions with the navigate-up-down key.

3.14 Sending a recorded message to a number or a distribution list

	• Access MENU.
	• *Messages* Access the messaging portal.
	• *Voicemail* • Confirm.
	• Enter your password (if required) and apply.
	• *Sendamsg*
	• No. or name of the recipient or the list (000 - 050). • Apply.
	• Select the message to be sent. • Confirm.

Distribution lists: • 000: the message is sent to all voice mailboxes. • 001 to 050: the message is sent to a group of voice mailboxes.

To record the message:	
	• *Reccomment* • Confirm.
	• Confirm. • Start recording.

Recording in progress.	
	• *Stop*
	• Confirm. • Send message.

While the message is being recorded, you can select other functions with the navigate-up-down key.

3.15 During a conversation

During a call and without losing the connection, there are several ways to access the options offered by your system, using:

- The list of icons at the top of the screen.
- The list of items at the bottom of the screen.

		1	2	3	4	5	6	7	8	9	10	11
	1	• Call in progress.										
	2	• Slot for second call (Call in progress. / Call waiting.).										
	3	• Contacts.										
	4	• Transfer.										
	5	• Put through a second call.										
	6	• Voice frequency.										
	7	• Conference.										
	8	• Manual hold.										
	9	• Transfer to voicemail.										
	10	• Record the conversation.										
	11	• Park the call.										

4 During a conversation

4.1 Make a second call

	• You are in conversation with one caller.
	• Dial the number.
	• Send the call.
	• The first call is on hold.

Recover the call on hold:

	• Hang up.
	• Your telephone rings.
	• Recover the call on hold.

You can also initiate a second call by using the 'Second call' feature.

4.2 Receiving a second call

You are in conversation and a caller is trying to contact you:

A beep is sent and the caller's name is displayed for 3 seconds.

	• Answered incoming calls.
	• The first call is on hold.

Over 3 seconds, move with the navigate-left-right key to the receiving a second call icon, to see the identity of the second caller (and off-hook if necessary).

4.3 Switching between two calls (Broker call)

During a call, to recover the caller on hold:

	• Recover the call on hold.

You can establish the identity of the waiting call without taking it by using the navigate-left-right key.

	• Display the caller's identity.
	• Recover the call on hold.

4.4 Transferring a call

During a conversation, to transfer the call to another number:
You are in communication with a first caller:

	• Call the recipient of the transfer.
	• Send the call.

You are in conversation with the destination number:

	• *Transfer*.

The two callers are connected.

After dialing the number of the recipient, you can use 'Transfer' to transfer the call directly without waiting for the person to answer. The transfer between two external parties and the transfer action by the on-hook key depends on the system configuration.

4.5 Three-way conference with internal and/or external callers (conference)

During a conversation, a second call is on hold:

	• *Conference* • You are in conference mode.

Cancel conference and return to first caller (If conference is active.):

	• *Conference*

End the conference with all participants.

	❯ The conference has ended.

4.6 Placing an outside call on hold (parking)

You can park an outside caller in order to take the call on another set.
You are holding an external conversation.

	• *Park*
	• Number to be called.

Your caller is parked and hears the hold melody.

If you on-hook without entering the number of a call park destination set, the call will be parked on your set.

To recover your parked call:

	• Access MENU.
	• *Pickup*
	• *Parking*
	Dial the number of the handset that originated parking.

If the parked call is not recovered within a preset time (by default 1 minute 30), it is directed to the operator. However, this preset time can be modified by your administrator.

4.7 Activate/deactivate voice frequency

This feature depends on the system configuration. If necessary, contact your administrator. During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine:

	• You are in conversation with one caller.
	• *MFcode ?*
	• To activate.
	• Sending DTMF signals.
	• *MFcode ?*
	• To deactivate.

5 Sharing

5.1 Answering the general bell

When the operator is absent, incoming external calls are diverted to a general bell. You can answer these calls:

	• Access MENU.
	• *Pickup*
	• *AnsGenBell*
	• Confirm.

5.2 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

	• Access MENU.
	• *Pickup*
	• *Pick-upInd*
	• Enter number of ringing telephone.
	• Apply.

If the telephone ringing is not in your pick-up group:	
	• *Pick-upGrp*

The system can be configured to prevent call pick-up on certain telephones.

5.3 Hunting groups

5.3.1 Hunting group call:

Some phone sets can be associated to form a group. You can contact any one of them by dialling the group number.

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

5.3.2 Temporary exit from your hunting group:

	• Code of the 'Group exit' function.
	• Enter your group number.

5.3.3 Return into your group:

	• Code of the 'Return to group' function.
	• Enter your group number.

Display of exit acceptance.

5.4 Diverting hunting group calls

You can divert your own group calls:

	• Code of the 'Group call diversion' function.
	• Number of diversion telephone.
	• Diversion acknowledgement is displayed.

To cancel this function, refer to chapter 'cancelling all diversions'.

6 Keep in touch

6.1 Selecting calls to be forwarded

	• Access MENU.
	• *Forward*
	• *Allcalls* • *Externcalls* • *Localcalls* • Choose the type of calls to forward (all types of calls, internal or external calls).
	• Confirm.

6.2 Forwarding calls to another number (immediate forward)

The number can be your home, mobile, voice mailbox or an internal extension (operator, etc.).

	• Access MENU.
	• Forward • Confirm access to immediate diversion.
	• *FwdImm*
	• Dial the destination number. • Confirm.

You can continue to make calls while your telephone is diverted.
General remark concerning diversions: you can only activate a single diversion on your telephone.
Programming a new diversion will cancel the previous one.

6.3 Different types of diversions / Example of diversion on busy

6.3.1 Different types of diversions

You can initiate different types of forwarding from the call forward list.

	• Access MENU.
	• *Forward*
	• Select the 'List of diversions' icon.

	FwdBusy	When you are in conversation, all your calls are diverted to the number you choose.
	FwdDND	Your telephone is momentarily inaccessible to all incoming calls.
	FwdFollow	Your calls follow you when you are at another set.
	FwdtoPag	Your calls are diverted to your portable radio paging receiver.
	FwdTextAns	When a contact tries to call you, the text message you will have selected will be displayed on his or her phone screen.

6.3.2 Example of diversion on busy

	• Access MENU.
	• *Forward*
	• Select the 'List of diversions' icon.
	• *FwdBusy*
	• Dial the destination number. • Confirm.

6.4 Diverting calls to your voice mailbox

	• Access MENU.
	• *Forward*
	• *FwdImmVMU* • Confirm.

6.5 Cancelling all forwards

	• Access MENU.
	• *Forward*
	• Select the 'Diversion cancellation' icon. • Confirm.

6.6 Activating/deactivating the personal assistant

As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an internal number, an outside number, a mobile or the switchboard.

	• Access MENU.
	• *Services*
	• Persoassist
	• *ForwardON:* to activate 'personal assistant'. • *ForwardOFF:* to deactivate 'personal assistant'. • Confirm.

If the personal assistant and immediate forwarding are activated simultaneously.

6.7 Personal assistant: reaching you with one number only

	• Access MENU.
	• *Services*
	• *Persoassist*
	• *Menu*

To select the type of forwarding.

	• *Menu*
	• *InternalNb* • Enter the name of a colleague or your assistant or any other name.
	• *ExternalNb* • Key in an outside number.
	• *MobileNb* • Key in the number of your mobile.
	• *ChoiceON / ChoiceOFF* • Activate/deactivate the transfer to the switchboard.
	• Dial the number. • Apply.

7 Programming your telephone

7.1 Initializing your voice mailbox

Before starting initialization, make sure the administrator has created a voice mailbox.

	• You can use the Message icon on the welcome screen to initialize your voice mailbox.
OR.	
	• Access MENU.
	• *Messages*
	• Confirm access to the voice mailbox.
	• Enter your password and record your name in accordance with the spoken instructions.

Your personal code is used to access your voice mailbox and to lock your telephone.

A weak personal code with 6 identical digits (000000, 111111, etc.) or a simple sequence of 6 digits (012345, 123456, etc.) will be rejected by the system. The list of weak passwords provided does not contain all the possibilities.

7.2 Customizing your voice greeting

You can replace the greeting message by a personal message.

	• Access MENU.
	• *Services*
	• Mbxgreeting • Apply.
	• *Custom ?* • Apply.
	• *Record* • Apply.

While recording a comment you can select other functions using the navigate-up-down key.

To go back to the default message.

	• Access MENU.
	• *Services*
	• *Default ?*
	• *Yes* • Confirm default message.

7.3 Change your personal password

Your personal password is used to access the messaging portal and to lock your telephone.

	• Access MENU.
	• *Services*
	• *Useroptions*
	• *Password*
	• Enter the old password. • Enter the new password. • Apply.

Until your voice mailbox is activated, the default password is defined by the administrator. Please contact your administrator.
Each digit of the code is symbolized with an asterisk.

A weak personal code with 6 identical digits (000000, 111111, etc.) or a simple sequence of 6 digits (012345, 123456, etc.) will be rejected by the system. The list of weak passwords provided does not contain all the possibilities.

7.4 Adjusting the audio functions

You can select the ring tone for your telephone (6 choices) and adjust its volume (4 levels).

	• Access MENU.
	• *Services*
	• *Phoneset*

7.4.1 Choose the tune

	• *Ext. Melody* • *Int. Melody* • Select the ring tone for internal or external incoming calls.
	• Select the melody of your choice. • Apply.

7.4.2 Adjusting the ringer volume

	• *Ring.level*
	• Select the volume of your choice. • Apply.

7.4.3 You can adjust the buzzer/ringer mode according to your needs

	• Press on the ringer/vibrate key.
	• *Off:* Ringer and buzzer are deactivated. • *Ring only:* Rings only. • *Vibrate then ring:* The handset vibrates and then rings. • *Vibrate only:* The handset vibrates and doesn 't ring. • *Vibrate and ring:* The handset vibrates and rings simultaneously.

This key can be used to switch rapidly from the ringer to the vibrate mode and vice-versa. Long press: Activate/deactivate vibrate feature (if the option is enable in settings: 'Vibrator Shortcut').

7.4.4 The Audio key

The audio key is a shortcut key allowing you to change the vibrate/ring configuration quickly.

- Pressing this key will change the vibrate/ring mode:

Current audio state.	First short press.	Second short press.
Off.	Ring only.	Off.
Ring only.	Off.	Ring only.
Vibrate then ring.	Ring only.	Vibrate then ring.
Vibrate only.	Vibrate and ring.	Vibrate only.
Vibrate and ring.	Ring only.	Vibrate and ring.

7.5 Activating automatic answer on the headset

This mode allows you to answer calls automatically (without doing anything) and to direct the call to the external headset.

	• Access MENU.
	• *Services*
	• *Phoneset*
	• *automatic answer*
	• Select active/inactive as you wish. • Apply.

7.6 Adjusting your telephone functions

	• Access MENU.
	• *Settings*
	• Select the function* you want and use the On/Off softkeys to activate or deactivate the function.
• OR.	
	• Select the function* you want and press the OK key to enter the function menu to configure the function.
	• Return to idle.

* *You can activate or disable the following functions:

- *Status* ❱ To show Handset information such as the software version, the battery level, etc.
- *Ascending ringing* ❱ Activate or deactivate the ascending ringtone (Progressive ringing).
- *Coverage warning* ❱ To activate or deactivate Bip emission when your phone is out of DECT area coverage.
- *Charger warning* ❱ To activate or deactivate Bip emission when placing handset on charger.
- *Low bat. warning* ❱ Activate or deactivate Bip emission when low battery level is reached.
- *Key sound* ❱ Activate or deactivate the keypad tone.
- *Message sound* ❱ When activated, a sound is played when you receive a new message.
- *Confirmat. sound* ❱ When a setting is updated, a confirmation sound is played.
- *Headset mode* ❱ Activate or deactivate the headset mode. When activated only the headset rings (if plugged in).
- *Force calendar ring* ❱ Activate/deactivate an audio signal, regardless of the ringer setting, when you receive an appointment reminder.
- *Economy mode* ❱ Activate or deactivate the economy mode. When the economy mode is activated, the set adjusts its radio emission power according to the distance between the set and the radio base. The closer the set is to the radio base, the lower is the radio emission from the phone. This means that the phone is not always emitting at full power and thus saves the battery.
- *Vibrate/Ring* ❱ You can adjust the buzzer/ringer mode according to your needs.
- *Vibrator Shortcut* ❱ Activate or deactivate the vibrate shortcut ( ).
- *Lock* ❱ To activate or deactivate a timeout to trigger the automatic keylock.
- *Reset settings* ❱ Reset the setting and go back to the default settings.
- *Select System* ❱ To select any administrator-defined DECT network for your handset or auto. select.
- *System settings* ❱ Administrator access to system configuration.
- *Keys* ❱ To access the configuration and programming of handset keys.
  - *2s key repeat* ❱ For people with a disability, increases the repeat-key delay for the dial by name feature.
- *Forced ringing* ❱ You can configure the forced ring of the incoming alarms sent by the alarm server. When a call from the alarm server is received, the handset always rings regardless of the handset settings.
- *Language* ❱ Choose a language other than system language.

- *Dock settings* ❭ Define how the phone behaves when installed in its charger dock.
- *Bluetooth* ❭ Access the Bluetooth® feature (enable/disable, search for devices, etc.).
- *AGC* ❭ Activate or deactivate automatic gain control to enhance the sound depending on the quality of the audio signal.

7.7 Selecting language

	• Access MENU.
	• *Services*
	• *Useroptions*
	• *Languages*
	• Select the language of your choice. • Apply.

The initial language selection is made automatically by the system.

7.8 Programming your personal directory

Your personal directory can contain up to 10 numbers.

	• Access MENU.
	• *Contacts*
	• *PersSpDial*
	• Select the chosen card.
	• Confirm (long press).
	• Enter the name. • Apply.
	• Enter the number. • Apply.

To key in the name: the keys in the keypad include letters that you can display by pressing them successively.
Example: press '8' twice to display the letter 'U'.
Press the # key to switch from lowercase letters mode to uppercase letters mode, and from uppercase letters mode to numbering mode.

⟵ To delete a character, briefly press the delete key. To erase a field full of characters, hold down the erase key (long press).

7.9 Modifying a record in the personal directory

	• Access MENU.
	• *Contacts*
	• *PersSpDial*
	• Select the record to be modified.
	• Confirm (long press).
	• Modify the name. • Apply.
	• Modify the number. • Apply.

Press the # key to switch from lowercase letters mode to uppercase letters mode, and from uppercase letters mode to numbering mode.Use the browser to position on the character or digit to modify.
To delete a character, briefly press the delete key. To erase a field full of characters, hold down the erase key (long press).

7.10 Erase a record from the personal directory

	• Access MENU.
	• *Contacts*
	• *PersSpDial*
	• Select the record to erase.
	• Confirm (long press).
	• Delete all characters. • Apply.
	• Delete all numbers. • Apply.

7.11 Programming an appointment reminder

	• Access MENU.
	• *Alarms*
	• TempAppt*: temporary appointment: appointment within the next 24 hours.* • PermAppt*: permanent appointment: daily appointments at the same time.*
	• Enter the time of the appointment. • Apply.

At the programmed time, your telephone rings:

Press the 'OK' key to accept the appointment.

To cancel your appointment call-back request:

	• Access MENU.
	• *Alarms*
	• Select the appointment to cancel.
	• Delete time of appointment.
	• Apply.

7.12 Configure the F1, F2 and alarm keys

A lock, speed dial, alarm acknowledgment or notification event (if authorized) feature can be associated with the F1 and F2 keys. Once configured these features can be accessed by a short or a long press.

The lock/unlock feature can be associated with the alarm key.

7.12.1 Define the feature to associate with the F key.

	• Access MENU.
	• *Settings*
	• *Keys*
	• Set the kind of feature (call or lock feature) you want to associate with each key and key press (short or long).

7.12.2 Set the numbers to be called

[menu icon]	• Access MENU.
[navigation/settings icon]	• *Settings*
	• *Keys*
[OK icon]	• *Call Configuration*
[OK icon]	• For each key and the kind of press (short or long), enter the name and the number of the contact you wish to associate with the F key.

7.12.3 Associate a lock/unlock feature with the alarm key.

[menu icon]	• Access MENU.
[navigation/settings icon]	• *Settings*
[OK icon]	• *Keys*
[OK icon]	• *Alarm long press*
[OK icon]	• *Lock/unlock*

7.13 Calendar

You can consult and manage an agenda on your phone.

7.13.1 Modify the agenda format

[menu icon]	• Access MENU.
[agenda icon]	• Access the agenda menu.
[OK icon]	• *More* • *View week* > View of the week. • *View month* > View of the month.

7.13.2 Programming an appointment reminder

	• Access MENU.
	• Access the agenda menu.
	• *Add*
	• Enter date. • *Save* • Enter the beginning time. • *Save*
	• Choose the duration of the appointment. • *Select*
	• Enter the subject of the appointment (this field can be left empty). • *Save* • Enter the place of the appointment (this field can be left empty). • *Save*
	• Define when the reminder will be activated before the appointment. • *Select*

* When entering a text, a minimum of one character is required. Symbols can be inserted using the symbol software key and characters can be deleted using the back key or the clear software key.

7.13.3 View the details of an appointment

	• Access MENU.
	• Access the agenda menu.
	• Select a date (Month view only).
	• *View* (Month view only). • View the agenda for the selected date (Month view only).
	• Select the appointment of the day (in month view) or the appointment of the week (in week view).
	• *View*

A scheduled date is framed and has a checkmark.

7.13.4 Modify an appointment reminder

	• Access MENU.
	• Access the agenda menu.
	• Select a date (Month view only).
	• *View* (Month view only). • View the agenda for the selected date (Month view only).
	• Select the appointment of the day (in month view) or the appointment of the week (in week view).
	• *View* • *Edit*
• Change the appointment by filling in the fields as described in the creation of appointments.	

7.13.5 Copying an appointment reminder

	• Access MENU.
	• Access the agenda menu.
	• Select a date (Month view only).
	• *View* (Month view only). • View the agenda for the selected date (Month view only).
	• Select the appointment of the day (in month view) or the appointment of the week (in week view).
	• *View* • *More* • *Copy*
• Change the appointment by filling in the fields as described in the creation of appointments.	

7.13.6 Delete an appointment reminder

▤	• Access MENU.
▦	• Access the agenda menu.
◈	• Select a date (Month view only).
▭	• *View* (Month view only). • View the agenda for the selected date (Month view only).
◉	• Select the appointment of the day (in month view) or the appointment of the week (in week view).
▭	• *View* • *More* • *Delete*

7.13.7 Delete an appointment reminder

▤	• Access MENU.
▦	• Access the agenda menu.
▭	• *More*
◉	• *Delete*
◉	• Select the appointment.
▭	• Confirm deletion.

7.14 Locking your telephone

Locking features on your terminal.

This service enables you to prohibit outside calls and any programming changes on your telephone:

	• Access MENU.
	• *Lock*
	• Apply.

Unlocking features on your terminal:

	• Access MENU.
	• *Lock*
	• Apply.
	• Personal code (Please refer to the administrator for your password.).
	• Apply.

Locking your terminal.

This service enables you to prevent your phone being used.

	Press the switch on/off key (long press).
	• Select the lock option.

Unlock your terminal:

	Press the switch on/off key (long press).

Notification calls are not possible if the handset is locked (emergency calls).

7.15 Configuring Bluetooth

7.15.1 Enable/Disable Bluetooth

▤	• Access MENU.
(OK with arrows) ⚙	• *Settings*
(OK)	• *Bluetooth*
(OK)	• *Enable Bluetooth?*
(OK)	• *Yes / No*

When enabled, the unconnected Bluetooth icon is displayed () and the Led flashes blue slowly.

7.15.2 Pairing Bluetooth devices

This feature is used to detect Bluetooth devices and to pair them.

▤	• Access MENU.
(OK with arrows) ⚙	• *Settings*
(OK)	• *Bluetooth*
(OK)	• *Search for devices*
	• Once the device is listed and named, you can launch the pairing on the device.
	• *Pair*
	• Once paired, the message 'Bluetooth connection established' is displayed on the screen and the Bluetooth connected icon is displayed.

7.15.3 Managing paired devices

This option allows you to list and to manage devices paired to the phone (up to 4 compatible devices).

	• Access MENU.
	• *Settings*
	• *Bluetooth*
	• *Paired devices*
	The paired devices are displayed on the screen. The dotted device is the connected device. When selecting devices, you can connect/disconnect or change name, delete, delete all and see info details via the more menu.

7.16 Configure Dock settings

You can define how your phone behaves when it is intalled in the charger dock.

	• Access MENU.
	• *Settings*
	• *Dock settings*
	• Select from: o *Power on in dock:* if set to yes, the handset will switch on when installed on the charger (if phone is switched off). o *Backlight on pickup:* if set to yes, backlight of the display will switch on when handset picked up from the charger. o *Off hook on pickup:* if set to yes, handset answers a call when picked up from the charger. o *Display lighting:* if set to Off, screen remains off whatever the event (incoming call, message, voice mail, reboot).
	• Personal code.
	• Apply.

8 Registering the telephone

8.1 Registering the telephone on a system for the first time

For the mobile telephone to function, it must be registered on at least one ALE International PBX. If, when first switched on, the display indicates: 'Auto install?' your telephone has not been registered on any system.

	• Access MENU.
	• *Settings*
	• System settings
	• Enter the PIN Code (The default is 0000). • Apply.
Registration can begin	
	• *Register*
	• Select a system (It is recommended that the first empty system is selected).
	• Enter PARK code (enter nothing if not mandatory). • Press the 'OK' key to confirm.
	• Enter access code (enter nothing if not mandatory). • Press the 'OK' key to confirm.
	• Select Power mode (You are advised not to select the 50 mW power mode unless required. The '50mW power mode' is intended for hazardous sites such as nuclear plants where it is requested that emissions do not exceed the maximum value.).
	• *Enhanced Security* • *Yes / No* Call from encrypted system to un-encrypted system is accepted (yes) or rejected (no).

The registration operation can last up to 2 minutes.

- If the operation has been done correctly (subscription accepted), the radio reception quality icon is displayed and the telephone is ready to be used.
- If the registration operation has not been successful, the station proposes launching the subscription again.

Utilization of the telephone in GAP mode can lead to functional limitations for which no claims will be considered under the terms of the warranty.

During registration phase, to improve security and optimize registration in a multi-system environment, the handset enforces a minimum signal strength level to accept to register to a base station. To achieve the conditions, it is recommended to perform registration in a place where a base station is in direct visibility within a 20 m range. If base station is not visible the range shall be lowered.
During registration phase in a multi-system environment, all systems are scanned without priority. The system is selected when the signal strength is above a certain level and registration matches.

8.2 Registering the telephone on other systems

The telephone can be registered on several systems (maximum of 4).

Note: the input is usually reserved for use with your main ALE International system. You can select the other inputs to register the telephone under another system (ALE International or other system).

To make a new registration, when the telephone has already been registered on one or more systems, proceed as follows:

1. Prepare your system for registration (see the system installation manual or consult your installation manager).	
2. When the system is ready:	
	• Access MENU.
	• *Settings*
	• System settings
	• Enter the PIN Code. • Apply.
	• *Register*
	• Select a system.
	• Enter PARK code (enter nothing if not mandatory). • Press the 'OK' key to confirm.
	• Enter access code (enter nothing if not mandatory). • Press the 'OK' key to confirm.
	• Select Power mode.
	• *Enhanced Security* • *Yes / No* Call from encrypted system to un-encrypted system is accepted (yes) or rejected (no).
Launch subscription.	

- If the registration operation runs correctly (Subscription accepted), the telephone is ready for use, and the radio coverage icon appears.
- If the registration operation has not been successful, the station proposes launching the subscription again.
- Depending on the type of system concerned, registration may require one or more additional operations on the system.

During registration phase, to improve security and optimize registration in a multi-system environment, the handset enforces a minimum signal strength level to accept to register to a base station. To achieve the conditions, it is recommended to perform registration in a place where a base station is in direct visibility within a 20 m range. If base station is not visible the range shall be lowered.
During registration phase in a multi-system environment, all systems are scanned without priority. The system is selected when the signal strength is above a certain level and registration matches.

8.3 Selecting your DECT system

Your telephone can be programmed to function on 5 different DECT systems (ALE International or GAP).

☰	• Access MENU.
⊙ (navigation/settings icon)	• *Settings*
⊙ (navigation)	• Select System
⊙ (navigation)	• *Select network*
⊙ (navigation)	• Select the desired input (the chosen option is indicated by the radio button with a central dot).
🏠	• Return to idle.

The selection is retained even after switching the telephone on/off. The selection of a specific system (SYSTEM...) forces operation on a specific system. This selection must be changed if one wishes to change system. Selecting 'Auto. select' enables the telephone to connect automatically when it enters a system coverage zone. If the systems programmed in the telephone have common coverage zones, the telephone selects the first system found.

9 Using the handset with IP-Dect

Your phone can be connected to an IBS or an IP-Dect radio base station depending on the company telephone system. Some features depend on the type of radio base station you are connected to. Some features such as conference are not available when connected to an IP-Dect radio base station.

This chapter describes how to handle conversations with IP-Dect and describes specific configurations. This chapter does not describe features such as the calendar or some configurations from the settings menu. Refer to the previous chapters of this manual for detailed procedures.

Your telephone complies with the GAP/CAT-iq standard and can be used as described in this section. Unless otherwise specified, the functions described below are available on your telephone in combination with the mandatory functions provided by your fixed IP-Dect system.

Display function:
When a call is made from the telephone, the digits dialed are displayed. When you receive a call, the display indicates the caller's number or name, if this function is provided by the fixed system.

This utilisation may involve functional restrictions outside the coverage of our guarantee.

The feature descriptions and feature codes are dependent on your system. For more information contact your installer or administrator.

This chapter describes how to handle conversations in cat-IQ mode and describes specific configurations. This chapter doesn't describe features such as the calendar or some configurations of the setting menu. Refer to the previous chapters of this manual for detailed procedures.

9.1 Getting to know your telephone

9.1.1 Phone description

Your phone can be configured to display icons or labels for software key. All descriptions in this user documentation refer to the handset in icon display mode. To ensure that your set matches the documentation make sure the phone is configured correctly. Refer to chapter: Handset in icon display mode.

	①		Switch the phone on/off, lock/unlock the phone and activate standby mode. • Switch on (long press). • Switch off (long press). • Lock/unlock the phone. • Standby mode on/off (short press).
	②		• Answer the call. • Long press (feature depending on the system): redial last number or access the redial list. • Switching between two calls (broker call).
	③		• Switch off ringer. • Hang up.
	④		• Return to previous menu. • Erase a character. • Delete an entire field.
	⑤		• Access menu.
	⑥		• Access menu. • Confirm. • Navigate. • Down navigation key: quick access to the company directory.
⑦			• Access to the personal or company directory.
			• In idle mode: access the ringer and vibrate adjustment feature. • In communication mode: activate/deactivate the mute feature.
			• In idle mode: access the call log. • In communication mode: activate/deactivate the loudspeaker.
⑧			• Used to send dtmf signals when in a call with another person. • Used to retrieve the first caller when you are speaking to the second caller.

⑨	LED.	• Green steady: the phone is on the charger and the battery is fully charged. • Red steady: the phone is on the charger and the battery is charging. • Slow yellow flashing: telephonic event such as unread message, missed call, etc. • Rapid yellow flashing: incoming call. • Slow red flashing: out of coverage. • Rapid red flashing: low battery warning. • Slow blue flashing: bluetooth is activated. • Flashing when the phone is plugged into the charger means the same as when the phone is not plugged into the charger.
⑩		• 3.5 mm jack plug for headset and maintenance.
⑪		• Short press: decrease the volume of the ring tone during an incoming call (8 levels) or decrease the volume of the loudspeaker during a conversation (8 levels). • Long press: activate/deactivate the mute feature.
⑫		• Short press: increase the volume of the ring tone during an incoming call (8 levels) or increase the volume of the loudspeaker during a conversation (8 levels). • Long press: activate/deactivate the loudspeaker.
⑬		• Clip to hook your phone on your belt. You can remove the clip and instead use the cover that is provided in the phone package.
⑭		• Usb socket for charging the battery and upgrading the phone.
⑮		• Press on this key to light up the screen when the phone is in idle state. • Can be programmed to lock/unlock the phone.
⑯	[🏠]	• Back to homepage.
⑰	[F]	• Programmable keys (f1 and f2 keys).
⑱	[🎵]	• Depending on whether the device is in vibrate mode or ring mode, this key will have different effects. It is a shortcut to adjust the vibration/ring effect. Refer to the section about the audio key.

9.1.2 MENU icons

The MENU is accessible from the welcome screen by pressing the Menu key.	
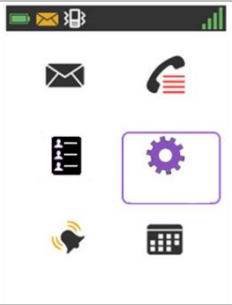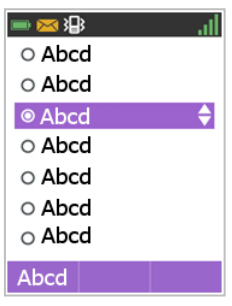
It provides access to all the functions available on your system. All icons are described in their unselected state. When selected, the icons are displayed in purple.

	Messages: Consult and send voice and text messages.
	Call log: Access the call log.
	Contacts: Manage your personal directory and access the company directory.
	Settings: Access the general settings such as time and date, Language, Economy mode, key programming, etc.
	Ring: Access the ringing, key sound and warnings settings.
	Calendar: Access the calendar.

9.1.3 Call icons

	Making a call.
	Receiving a call.
	Call is ended.
	Earpiece and loudspeaker level.

9.1.4 Accessing the MENU and navigating

Access the menu.	Press the MENU key.	
Select a function in the MENU.	Use the navigator keys and press the OK key to select a function.	
Navigating within a function.	You can move vertically along the various labels within the function. Press the OK key to validate your choice.	
	OR	
	You can move horizontally along the various icons within the function. Press the OK key to validate your choice.	

9.2 Using your telephone

9.2.1 Making a call

Dial directly the number for your call

	• Dial.
	• Send the call.

You are in communication:

	• Hang up.

To make an external call, dial the outside line access code before dialing your contact number.

Calling from your personal directory

	• Access directories.
	• *Contacts*
	• Validate access to the 'personal directory '.
	• Select the contact to call.
	• Send the call.

Calling your caller by name (company directory)

	• Access directories.
	• *Central directory*
	• Validate access to the central directory.
	• Enter the first letters of your contact's surname. • Apply.
	• Select the desired name.

	• Send the call.

If several names come up, you can refine the search by entering the successive letters (second, third, etc.) of the name you are looking for.

You can use the down navigation key for quick access to the company directory.

Redialing the last number dialed (redial)

	• Long press.

Redialing from the call log

	• Access the call log.
	• Select from:
	All logs.
	Incoming calls.
	Outgoing calls.
	Missed calls.
	• Select the log.
	• Send the call.

From the call log, you can also add a contact in the personal directory or send a message.

9.2.2 Receiving a call

You are receiving a call.	
	• Answered incoming calls.
	• Disabling the ringer.
Speak.	
	• Hang up.

The ringer does not ring if:

- . the vibrate mode is active, the vibrate mode active icon is displayed on the screen saver.
- The ringer is disabled, the ringer disabled icon is displayed on the top icon.

9.2.3 Programming your personal directory

Your directory can contain up to 50 numbers.

	• Access directories.
	• *Contacts*
	• Validate access to the 'personal directory '.

Add new contact

	• More.
	• *Add contact* • Apply.
	• *Name:*
	• Enter the name (10 characters maximum). • Apply.
	• Select the type of number to associate to the contact. *Work: / Mobile: / Home: / Other:*
	• Enter the number. • Apply.

	• Select the ring to associate to the contact.
	• Save.
	• *Yes*
	• Return to idle.

To key in the name: the keys in the numeric keypad include letters that you can display by pressing them successively. Example: press twice in succession on 8 to display the letter 'U'. To insert a pause in a number, press the 1 (hold down for a few seconds). To insert a measured break, press 0 (hold down for a few seconds).

You can also add a contact from the call log.

Modify a contact

	• Select the record to be modified.
	• *Edit*
	• *Edit contact*
	• *Name:*
	Enter the name (10 characters maximum). • Apply.
	• Select the type of number to associate to the contact. *Work: / Mobile: / Home: / Other:*
	Enter the number. • Apply.
	• Select the ring to associate to the contact.
	• *Save*

	• *Yes*
	• Return to idle.

To delete a character, briefly press the delete key. To erase a field full of characters, hold down the erase key (long press).

Deleting a card

	• Select the card to delete. • Apply.
	• *Delete contact* • Apply.
	• *Yes*
	• Return to idle.

To delete all contacts, select: Delete all cont.

9.3 During a conversation

9.3.1 Make a second call

When you are on a call, you can initiate a second call.

Dialing the number

	• You are in conversation with one caller.
	• Press the off hook key.
	• Dial the number.
	• Send the call. • The first call is on hold.

Dialing from the personal directory

👤	• Access directories.
⬒	• Contacts
OK	• Validate access to the 'personal directory '.
⬒	• Select the contact to call.
📞	• Send the call.

Dialing from the company directory

👤	• Access directories.
⬒	• *Central directory*
OK	• Validate access to the central directory.
🔢	• Enter the first letters of your contact's surname. • Apply.
⬒	• Select the desired name.
📞	• Send the call.

If several names come up, you can refine the search by entering the successive letters (second, third, etc.) of the name you are looking for.

9.3.2 Switching between calls (Broker call)

📞	• When you are on a call, you can initiate a second call.

9.3.3 Transfer a call

During a conversation, to transfer the call to another number:
You are in communication with a first caller. A second call is on hold.

	• Hang up.

9.3.4 Receiving a second call

You are in a call and another person is trying to contact you.

	• Press the star key. • The first call is on hold.
	• Press the start key if you want to retrieve the first caller.

9.3.5 Sending DTMF signals

During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine. To do this:

	• Press the star key (hold down for a few seconds).

9.4 Keep in touch

9.4.1 Text messages

Read new text messages

	• Access MENU.
	• *Messages*
	• Select the 'messages to read' icon.
	• Select the message you want to read.

Send new text messages

	• Access MENU.
	• *Messages*
	• *New message*
	• Write your message.
	• *Send*
	• *Enter number:* enter the person's phone number directly,. • *Contacts:* select the person from your list of contacts,. • *Call log:* select the person from the call log.

Send predefined text messages

	• Access MENU.
	• *Messages*
	• Select the predefined messages icon.
	• Select the predefined message to send.
	• *Enter number:* enter the person's phone number directly,. • *Contacts:* select the person from your list of contacts,. • *Call log:* select the person from the call log.

9.4.2 Voice messages

When you have received a message, the message icon is displayed on the welcome screen.

Listen to new voice messages

	• Access MENU.
	• *Messages*
	• Select the voice messages icon.
	• *Listen to voicemail*
	• Follow recorded instructions.

To listen to voice messages, the voicemail number must be entered in the Voicemail number option. If necessary, contact your system administrator.

9.4.3 Forwarding calls

Immediate forward to a number

	• Enter the feature code: Immediate forward.
	• Enter the destination number.

Depending on your system and its configuration you may hear a specific tone after hanging up the receiver when you set call forward.

Code to associate to a speed dial key: Immediate forward. + Number of diversion telephone.

Your set allows you to program other types of forward depending on the entered code: Forward duration noreply., Selective forward.

Diverting calls to your voice message service

	• Enter the feature code of the type of forward you want to program.
	• Enter the voicemail number.

When the set is forwarded, you hear a specific tone after hooking off the set.

Code to associate to a speed dial key: Forward. + Voicemail number.

Deactivate forward

	• Enter the code of the forward to cancel.

If you have defined a forward on a speed dial key, you can cancel this forward by a long press on this key.

A diversion can also be cancelled by programming another type of diversion.

9.5 Programming your telephone

9.5.1 Adjusting the ring tone

You can select the ring tone for your telephone (6 choices) and adjust its volume (8 levels).

	• Access MENU.
	Ring

Adjusting the ringer volume

	• *Ring volume*
	• Select the volume of your choice. • Apply.

Choose the tune

	• *Off-site ringing* • *On-site ringing* • Select the ring tone for internal or external incoming calls.
	• Select the melody of your choice. • Apply.

You can adjust the buzzer/ringer mode according to your needs

	• *Vibrate* / Ring.
	• *Off:* Ringer and buzzer are deactivated. • *Ring only:* Rings only. • *Vibrate then ring:* The handset vibrates and then rings. • *Vibrate only:* The handset vibrates and doesn 't ring. • *Vibrate and ring:* The handset vibrates and rings simultaneously.

The audio key is a shortcut key allowing you to change the vibrate/ring configuration quickly.

Activate/Deactivate the progressive ringing

	• *Ascending ringing.*
	• *On / Off:* Activate or deactivate the ascending ringtone (Progressive ringing).

9.5.2 Activating/Deactivating the sounds

Key sound

A sound is played when pressing on a key.

	• *Key sound*
	• *On / Off:* Activate or deactivate the keypad tone.

Confirmation sound.

When a setting is updated, a confirmation sound is played.

	• *Confirmat. sound*
	• On / Off: Activate or deactivate the confirmation sound.

9.5.3 Activating/deactivating warnings

Coverage warning

To activate or deactivate Bip emission when your phone is out of DECT area coverage.

	• *Coverage warning*
	• On / Off: Activate or deactivate the coverage warning.

Charger warning

To activate or deactivate Bip emission when placing handset on charger.

	• *Charger warning*
	• On / Off: Activate or deactivate the charger warning.

Low battery warning

To activate or deactivate Bip emission when placing handset on charger. Activate or deactivate Bip emission when low battery level is reached.

	• *Charger warning*
	• On / Off: Activate or deactivate the low battery warning.

9.5.4 Activating headset mode

Activate or deactivate the headset mode. When activated only the headset rings (if plugged in).

	• Access MENU.
	• *Ring*
	• *Headset mode*
	• *On / Off*: Activate/Deactivate Headset mode.

9.5.5 Adjusting your telephone functions

	• Access MENU.
	• *Settings*
	• Select the function* you want and use the On/Off softkeys to activate or deactivate the function.
OR.	
	• Select the function* you want and press the OK key to enter the function menu to configure the function.
	• Return to idle.

* *You can activate or disable the following functions:

- *Time & date* ❯ Define the time and date format in one of the proposed formats.
- *Language* ❯ Select the phone language.
- *Keys* ❯ To access the configuration and programming of handset keys.
- *Economy mode* ❯ Activate or deactivate the economy mode. When the economy mode is activated, the set adjusts its radio emission power according to the distance between the set and the radio base. The closer the set is to the radio base, the lower is the radio emission from the phone. This means that the phone is not always emitting at full power and thus saves the battery.
- *Lock* ❯ To activate or deactivate a timeout to trigger the automatic keylock or change the keylock pin code.
- *Handset name* ❯ Enter the name of the phone displayed on the welcome screen.
- *Reset settings* ❯ Reset the setting and go back to the default settings.
- *Status* ❯To show Handset information such as the software version, the battery level, etc.
- *Auto answer* ❯ Define how to handle auto answering in the case of incoming calls.
- *Silent charging* ❯ Select whether silent mode is on or off when phone is charging.
- *2s key repeat* ❯ Set the key repetition time to 2 seconds.
- *Select System* ❯ To select any administrator-defined DECT network for your handset or auto. select.
- *System settings* ❯ Administrator access to system configuration.
- *Dock settings* ❯ *Define how the phone behaves when installed in its charger dock.*
- *Bluetooth* ❯ Access the Bluetooth feature (enable/disable, search for devices, etc.).
- *AGC*❯ Activate or deactivate automatic gain control to enhance the sound depending on the quality of the audio signal.

9.5.6 Locking your telephone

Locking your terminal

This service enables you to prevent your phone being used.

	Press the switch on/off key (long press).
(OK)	• Select the lock option.

Unlock your terminal:

	Press the switch on/off key (long press).
	Enter the unlock code (if a lock code is entered).

Entering the lock code

	• Access MENU.
	• *PPSettings*
	• *Lock*
	• *Lock code*
	• If entering a lock code for the first time: Enter lock code twice. • If modifying the lock code. Enter valid lock code. • Enter the new lock code twice.

10 Accessories

10.1 Belt clip

	When you purchase your phone, it is equipped with a belt clip on the back.
	You can remove this belt clip and replace it with the cover provided in the box of your new phone. • Turn the belt clip by doing a counterclockwise quarter turn. • Remove the belt clip by pulling it towards you.
	Put on the cover instead of the belt clip as shown in the picture. Push the cover towards the back of the phone until the cover is clipped on.

10.2 Chargers and power supply

Your phone charger is supplied with the following equipment:

	An AC/DC adapter made of a body and a separate plug head that clips onto the AC/DC adapator body. The charger is provided separately.
	A USB cable (provided with the charger).
	A desk support for docking your phone.

How to dock your phone on the desk support.
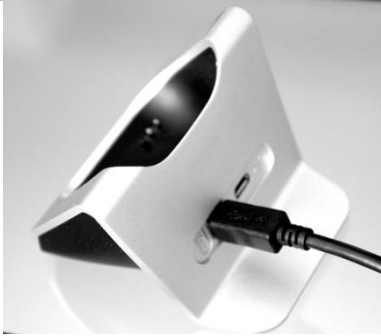
	Put your phone on its support. Plug the USB cable into the 5V socket of the desktop charger. Plug the other end of the USB cable into the AC/DC adaptor. Plug the AC/DC adaptor into the mains power supply.

How to dock your phone with the USB cable.

	Plug the USB cable into the USB port of your phone. The other end of the USB cable can be plugged into the AC/DC adaptor or into a computer USB port.

10.3 Dual Chargers

	The Dual Desktop charger includes:
	1.a stand to house your telephone and additional battery and a charge indicator light for the additional battery. 2.a mains cable via an AC/DC adaptor. Place the handset front forward into the Dual Charger upper slot. Place a spare Battery Pack in the front slot, charging contacts down. • The handset battery charging time is less than 3 hours. • The spare battery charging time is less than 6 hours. To remove the spare battery, push down on the front button.
	The power supply USB plug allows you to charge both the handset and the spare battery. The Data USB plug allows you to charge the handset from any PC. In this case, only the handset is charged, the spare battery is not charged. Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, …).

10.4 Characteristics of the mains power adapter

• Input: 100/240 V - 50/60 Hz.
• Output: 5V - 1A.

The mains power socket used must be close to the charger/holder and easily accessible, so that it can be used as an 'on/off' facility.

10.5 Presentation of the battery pack

10.5.1 Autonomy of your telephone

On standby in the radio coverage zone.	Up to 160 hours.
In continuous conversation.	Up to 20 hours if economy mode is activated, 17 hours if economy mode is not activated.

10.5.2 Initial charge

Place the telephone in the charging holder.	
	Battery icon flashing.
	The battery is charged.

Maximum battery performance is only reached after around 10 charge/discharge cycles.
These batteries contain polluting substances: do not dispose of them in a dustbin - take them to a specialized collection point.

10.5.3 Battery charge level

	> 66%
	33% - 66%
	10% - 33%
	< 10%

10.6 Headphone / external microphone

The side of the telephone features a 3.5 mm jack connector for headphone / external microphone. Contact your retailer for information on the various headphone models available.

10.7 Cleaning your telephone

Your telephone does not require any particular servicing. However, it may be cleaned using a soft, damp cloth.

Use appropriate soap or detergent to clean the surface of the telephone.

10.8 Transporting and protecting your telephone

To avoid losing your telephone, get into the habit of clipping it onto your belt. Your telephone can also be carried in a protective case.

Various models of carrying case are available. Ask your installation technician for information. It is vital to use the special protective carrying case if your telephone is to be used in an industrial environment (presence of dust, filings, vapours of diverse origins and risk of being dropped). If the telephone is used with a carrying case, the belt clip must be removed.

11 Declaration of compliance

This equipment uses DECT frequency range that depends on country: 1880 - 1900 MHz in Europe, 1920 - 1930 MHz in US/Canada, 1910 - 1930 MHz in LATAM, 1910 - 1920 MHz in Brazil. The equivalent isotropically radiated power at the antenna is less than 110 mW or 250 mW (it depends on the country). This equipment offers also Bluetooth® Interface: frequency range 2402-2480 MHz, Radiated Power 1.72 mW. This equipment is in compliance with the essential requirements of Radio Equipment Directive (RED) 2014/53/EU and with Directive 2011/65/UE (ROHS).

Declaration of Conformity may be obtained from:

ALE International 32 avenue Kléber – 92700 Colombes, France

ebg_global_supportcenter@al-enterprise.com

USA and Canada

Handset: This device complies with Part 15 of the FCC Rules and with RSS of Industry Canada (FCC ID: T7HCT8121 IC: 4979B-CT8121). This device complies with Part 68 of the FCC Rules and with IC CS-03 Part V of Industry Canada. The ACTA registration number is: T7HW4NANCT8121.

Chargers: this device complies with Part 15 of the FCC Rules and with ICES-003 of Industry Canada. 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.

Exposure to Radio Frequency Signals.

This device has been designed and manufactured not to exceed the SAR (Specific Absorption Rate) radio frequency power transmission limits established by the different countries concerned. The SAR value measured is equal to 0.158 W/kg (the globally accepted maximum limit being 1.6 W/kg).

User Instructions

Only use the handset in temperatures between -10°C to +40°C (14°F to 104°F). Only charge the battery at temperatures between +5 °C and +40 °C (41 °F and 104 °F).

Acoustic shock protection

Maximum sound pressure level for handset is compliant with European, US and Australian standards.

Directive 2003/10/EC specifying the risks inherent in noise at work

The ring contributes towards overall daily noise. To reduce the level, the following is recommended: reduce the setting, program a progressive ring.

Privacy

Privacy of communications may not be ensured when using the Bluetooth® handset or any additionnal Bluetooth® device.

Disposal

The equipment must be returned to a collection point for electronic equipment waste disposal.

Defective batteries must be returned to a collection point for chemical waste disposal.

Related Documentation

Other languages for these Safety and Regulatory Instructions and User Documentation are available at the following Web site https://www.al-enterprise.com/products.

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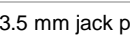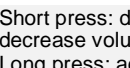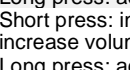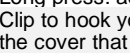
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①	Switch the phone on/off, lock/unlock the phone and activate standby mode. • Switch on (long press). • Switch off (long press). • Lock/unlock the phone. • Standby mode on/off (short press).
②	• Answer the call. • Long press (feature depending on the system): redial last number or access the redial list. • Switching between two calls (broker call).
③	• Switch off ringer. • Hang up.
④	• Return to previous menu. • Erase a character. • Delete an entire field.
⑤	• Access menu.
⑥	• Access menu. • Confirm. • Navigate.

⑦	• Short press: access the company directory. • Long press: customizing your telephone.
	• In communication mode: Activate/deactivate the mute feature. No feature is associated with this key in idle mode. • In communication mode: Activate/deactivate the loudspeaker.
	• In idle mode. Access the ringer and vibrate adjustment feature.
⑧	• Access to personal speed dial (long press.).
⑨ LED.	• Green steady: the phone is on the charger and the battery is fully charged. • Red steady: the phone is on the charger and the battery is charging. • Slow yellow flashing: Telephonic event such as unread message, missed call, etc. • Rapid yellow flashing: Incoming call. • Slow red flashing: Out of coverage. • Rapid red flashing: low battery warning. • Slow blue flashing: bluetooth is activated. • Flashing when the phone is plugged into the charger means the same as when the phone is not plugged into the charger.

⑩	• 3.5 mm jack plug for headset and maintenance.
⑪	• Short press: decrease the volume of ring tone during an incoming call (4 steps) or decrease volume of loudspeaker during a conversation (8 steps). • Long press: activate/deactivate the mute feature.
⑫	• Short press: increase the volume of ring tone during an incoming call (4 steps) or increase volume of loudspeaker during a conversation (8 steps). • Long press: activate/deactivate the loudspeaker.
⑬	• Clip to hook your phone on your belt. You can remove the clip and instead use the cover that is provided in the phone package.
⑭	• Usb socket for charging the battery and upgrading the phone.
⑮	• Press on this key to light up the screen when the phone is in idle state. • Can be programmed to lock/unlock the phone.
⑯	• Back to homepage.
⑰	• Programmable keys (f1 and f2 keys).
⑱	• Depending on whether the device is in vibrate mode or ring mode, this key will have different effects. It is a shortcut to adjust the vibration/ring effect. Refer to the section about the audio key.

Charging your telephone battery

How to dock your phone on the desk support

Put your phone on its support. Plug the USB cable into the 5V socket of the desktop charger. Plug the other end of the USB cable into the AC/DC adaptor. Plug the AC/DC adaptor into the mains power supply.

If you are using a dual charger, put your phone in the upper slot.

Charging the battery with a USB cable

Plug the USB cable into the USB port of your phone. The other end of the USB cable can be plugged into the AC/DC adaptor or into a computer USB port.
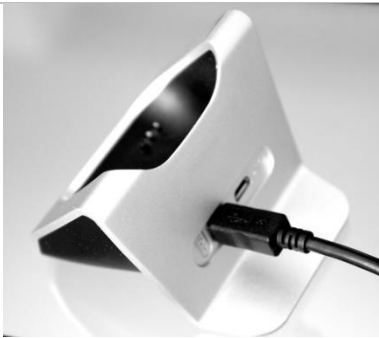
You can also charge your phone from any USB plug, such as a computer USB plug. However, the charging time is longer than charging with the AC/DC adapter.

LED

• In order to have a fully operational 8262 DECT Handset, make sure that you have the following items: the battery, the AC/DC adapter, the power supply and the USB cable.
• Red steady: the phone is on the charger and the battery is charging

Charge the battery for about 3 hours before initial use.
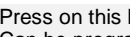
Recharge your telephone battery regularly. The telephone can be on or off when recharging the battery. If the telephone is to remain unused or out of its charger for several weeks, remove the battery and store it separately.

The battery charging time is less than 3 hours. The charging time is longer if charging through the USB plug from a device other than the AC/DC adapter.

Status icons

The status icons are displayed on the welcome screen and indicate the status of the telephone.

Icon	Description
	Battery charge level (■ > ■ > ■ > ■).
	In charge (flashing icon).
	New event(s) - callback request, voice mail, text mail, missed call.
	Indicates a pending calendar notification.
	Appointment programmed.
	Call diversion activated.
	Vibrate mode active.
	Ringer active.
	Ringer disabled.
	Radio reception quality - Normal Mode.
	Radio reception quality - 50 mW power.
	Loudspeaker on (in conversation).
	Mute on (in conversation).
	Economy mode activated and used (green).
	Economy mode activated (gray).
	Alarm active icon.
	Bluetooth enabled.
	Bluetooth connected to a device.
	Bluetooth audio active with a connected device.

You can obtain details on the status icons from the tooltips that appear on the welcome screen when you use the navigator:

MENU icons

The MENU is accessible from the welcome screen by pressing the OK key. It provides access to all the functions available on your system. All icons are described in their unselected state. When selected, the icons are displayed in purple.

Icon	Description
	Directories: Manage your personal directory and access the company directory.
	Redial. Call back the last number dialed.
	Call log (GAP mode).
	Divert your calls to another number.
	Messages: Access the messaging portal. • Consult and send voice and text messages. • Access the call log.
	Answer a call intended for another telephone.
	Program a call-back time.
	Lock/unlock the set.
	Access the services configuration of the handset (associate, overflow, password, name, number, etc.).
	Access the general settings of the phone (key sound, economy mode, charger warning, programming of F1 and F2 keys, etc.).
	Access the calendar.
	Choice of language (GAP mode).
	Ringing setting (GAP mode).
	Alarm settings menu.
	Access the alarm acknowledgment services.

Call icons

Icon	Description
	Making a call.
	Receiving a call.
	Call on hold.
	Accessing the directories.
	Transferring a call.
	Switching to DTMF signals.
	Setting up a conference.
	Forwarding your calls to your voice message service.
	Parking an external communication.
	Additional options (Features depending on the system).

Features

Description	Icon
Access the messaging portal	
Answered incoming calls. Redialing (long press). Send the call. Switching between two outgoing calls.	
Ignore call. End the call.	
Calling from your personal directory (PersSpDial). Calling your caller by name (company directory). Programming your personal directory (PersSpDial).	
Call from call log (All incoming, outgoing, missed or unanswered calls are displayed in the call log).	
Consulting missed calls.	
Consulting text messages. Sending text messages.	
Consulting your voice mailbox. Sending a recorded message to a number or a distribution list.	
Divert your calls to another number.	
Diverting calls to your voice mailbox.	
Different types of diversions.	
Do not disturb.	
Cancelling all forwards.	
Modifying your personal code.	
Choice of language.	
Choose the tune.	
Adjusting the ringer volume.	
Access the ringer and vibrate adjustment feature.	
Programming an appointment reminder.	
Locking features on your terminal.	
Access the handset settings menu (Device info, Coverage warning, Security, …).	

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