

# 8254 DECT Handset 8234 DECT Handset OpenTouch™ Suite for MLE

## User Manual

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**This document describes the services offered by the 8254/8234 DECT Handset connected to an OmniPCX Enterprise system.**

Your phone can be connected to an IBS, RBS, IP-xBS, or 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.

### Operating conditions

This approved DECT telephone is intended to be used with an Alcatel-Lucent Enterprise 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.
- 8254 DECT Handset: your phone is IP65 compliant but you must remember to firmly close all covers.
- 8234 DECT Handset: Your device is IP40 compliant. Do not expose this equipment 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 - Zhongshan Tianmao Battery Co. Ltd. BP1709/A - 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 only recommended charging units:
  - 82x4 DECT Handset desktop charger (3BN67371AA).
  - 82x4 DECT Handset dual desktop charger (3BN67372AA).
- With the following Power Supply Units:
  - 8232 DECT Handset Desktop charger PSU Europe (3BN67335AA)  
Ten Pao (Model S005AYV0500100) – efficiency level VI (rating I/P:AC 100-240V, 0.2A; O/P: DC 5V, 1A).
  - 8232 DECT Handset Desktop charger PSU WW (3BN67336AA)  
Ten Pao (Model S008ACM0500100 with UK,US,AUS plugs) – efficiency level VI (rating I/P:AC 100-240V, 0.3A; O/P:DC 5V, 1A).
  - DECT Desktop chargers PSU India (3BN67377AA)  
Ten Pao (Model S005AYI0500100) – efficiency level VI (rating I/P:AC 100-240V, 0.2A; O/P: DC 5V, 1A).
- 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.

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# 1 Getting to know your telephone

## 1.1 Phone description

8254 DECT Handset <sup>(1)</sup>

8234 DECT Handset

1



- Make a call.
- Answer the call.
- Long press (feature depending on the system): redial last number or access the redial list.
- Switching between two calls (Broker call).

2



- Switch off ringer.
- Hang up.
- Long press: switch on the phone / switch off the phone.

3



- Access MENU.
- Back to homepage.

4



- Return to previous menu.
- Erase a character.
- Delete an entire field.

5



- Short press on OK key: confirm.
- Long press on OK key <sup>(2)</sup>: emergency call if alarms are configured.
- Left, right, up, down arrows: navigate.
- Down navigation key: access to personal directory.
- Access MENU: press the 'OK' key to directly open the menu associated with the status of the handset (depending on the selected status icon - voicemail, missed call, ringing...).

6



- Fixed softkeys.  
The following icons are displayed depending on the status of the handset.  
Select the corresponding softkey to access the feature.



- Short press: access the company directory (access the dial by name feature).
- Long press: identify the terminal you are on.



- Long press in idle state: lock/unlock the phone.



- In communication mode: activate/deactivate the mute feature (short press). No feature is associated with this key in idle mode.



- Short press in idle state: access the ringer and vibrate adjustment feature.
- Long press in idle state: activate/deactivate vibrate feature <sup>(1)</sup>.



- Short press during incoming call (ringing): answer the incoming call in loudspeaker mode.
- Short press during communication: activate/deactivate the loudspeaker.

7



- Long press (features depending on the system): access the DTMF feature during a conversation.

8



- Short press: increase the volume of the ring tone during an incoming call (4 steps) or increase the volume of the earpiece or loudspeaker during a conversation (8 steps).
- Long press in conversation: activate/deactivate the loudspeaker.

9



- Short press: decrease the volume of the ring tone during an incoming call (4 steps) or decrease the volume of the earpiece or loudspeaker during a conversation (8 steps).
- Long press during communication: activate/deactivate the mute feature.

The behavior of this key depends on the system configuration:

- If alarms are configured:
  - Long press or press twice: emergency calls.
  - Short press in idle state: press on this key to light up the screen when the phone is in idle state.
- If alarms are not configured:
  - Long press in idle state: lock/unlock keypad.
- Short press in idle state: press on this key to light up the screen when the phone is in idle state.

10  
8254<sup>(1)</sup>

- Long press: lock/unlock keypad.
- Short press: press on this key to light up the screen when the phone is in idle state.

10  
8234<sup>(1)</sup>

- Long press: lock/unlock keypad.
- Short press: press on this key to light up the screen when the phone is in idle state.

11



- 3.5 mm, 4-pole jack (TRRS standards: CTIA).

- 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 orange flashing: telephonic event such as unread message, missed call, etc.
- 12 LED
- Rapid orange flashing: incoming call.
  - Slow Red flashing: out of coverage.
  - Rapid red flashing: low battery warning (low battery is signaled when battery level reaches 10%). Put the handset on its charger.
  - Rapid color changing: upgrade version (flashing).

- 13
- Clip to hook your phone on your belt. You can remove the clip and use a cover instead (sold separately).

- 14
- The battery cover. The 8254 cover contains a lock to prevent it from opening, for example during a fall.

- 15
- Wideband earpiece.

- 16
- Wideband microphone.

<sup>(1)</sup> The previous model of the 8254 DECT Handset does not have a red alarm key but a lock key. In this case, the behavior of the lock key is the same as the red alarm key if the firmware is updated.

<sup>(2)</sup> Only available on the 8254 DECT Handset.

<sup>(3)</sup> Depending on the handset's settings.

## 1.2 Status icons

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

When selected, the icons are displayed in white on a blue background:  -> .

	 Battery charge level (  >  >  >  ).
	 In charge (Flashing icon).
	 New event(s) - callback request, voice mail, text mail, missed call.
	 New missed call(s).
	 Vibrate mode active.
	 Ringer active.
	 Ringer disabled.
	 Progressive ringing enabled.
	 Loudspeaker on (in conversation).
	 Mute on (in conversation).
	 Telephone locked.
	 Call diversion activated.
	 Appointment programmed.
	 New firmware ready.
	 Radio reception quality - Normal power mode.
	 Radio reception quality - 50 mW Power mode.

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



Press the 'OK' key to directly open the menu associated with the status of the handset (depending on the selected status icon - voicemail, missed call, ringing...).



In the rest of the document, all icons are described in their unselected state.

## 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.

When selected, the icons are displayed in white on a blue background:  → .

		Contacts Manage your personal directory and access the company directory.
		Dialed Call back one of the last numbers dialed.
		Forward Divert your calls to voicemail or another number. Cancelling all forwards.
		Messages Consult and send voice and text messages.
		Settings Access the general settings of the phone (audio settings, keys, screensaver, dock settings, language, select system, reset settings, status).
		Services Access the services configuration of the handset (associate, overflow, password, name, number, etc.).
		Language Choice of language.
		Ring Ringing setting.
		Alarms Programming an appointment reminder.
		Call log Access the log of all incoming and outgoing calls.
		Lock Lock/unlock the set.
		Install (password protected) Installation.

The following menu is only available on the 8254 DECT Handset:

		Alarm Acknowledge Access the Alarm Acknowledge information.
		Alarm Settings (password protected) Alarm settings menu.

In the rest of the document, all icons are described in their unselected state.

## 1.4 Call icons

When selected, the icons are displayed in white on a blue background:  → .

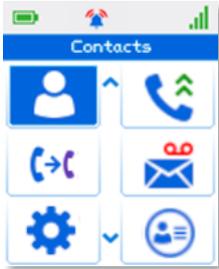
		Making a call. The example is given for the first call (line 1).
		Receiving a call. The example is given for the first call (line 1).
		Call on hold. The example is given for the first call (line 1). When you make a second call, your first contact is put on hold.
		Sending text message if internal number is busy.
		Reading messages.
		Accessing the directories.
		Transferring a call.
		Switching to DTMF signals.
		Setting up a conference.
		Immediate forwarding.
		Forwarding calls to your voice message service.
		Conditional forwarding.
		Canceling forward.
		Absence message.
		Parking an external communication.
		Call duration and cost.
		Additional options (features depending on the system).
		Programming your telephone.
		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  / .

In the rest of the document, all icons are described in their unselected state.

## 1.5 Accessing the MENU and navigating

The screen descriptions are given as examples and are not exact representations of what can be displayed on your handset.

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

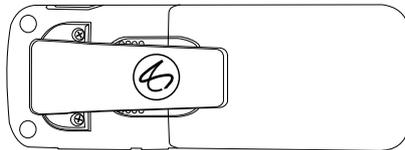
Press the 'OK' key to directly open the menu associated with the status of the handset (depending on the selected status icon - voicemail, missed call, ringing...).



## 2 Getting started

In order to have a fully operational 8254/8234 DECT handset, make sure that you have the following items with your handset: the battery, the AC/DC adapter, and the power supply.

### 2.1 Unboxing

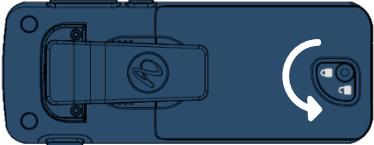
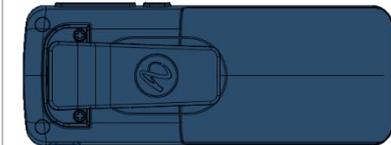
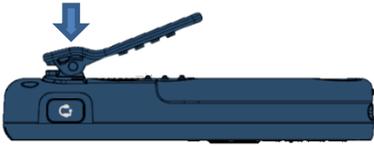
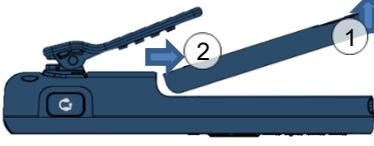
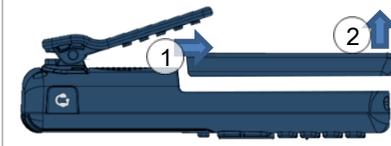
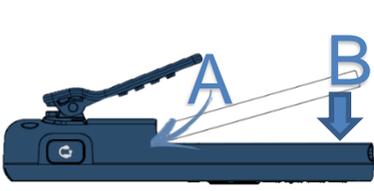
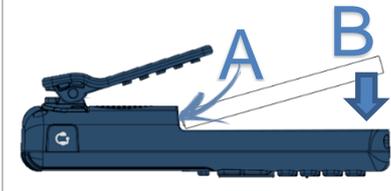


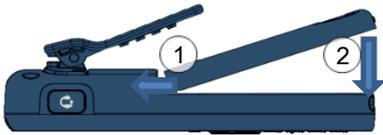
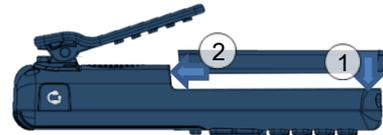
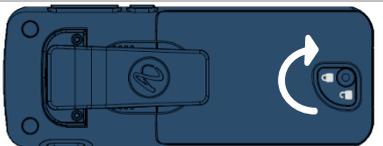
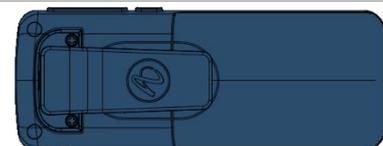
- The 8254 or 8234 DECT Handset with fixed belt clip.
- The battery.
- The battery cover.

The safety and regulatory instructions to be read carefully.

A desk charger for your phone is needed (single or dual charger). The charger is sold separately.

### 2.2 Installing the battery in the telephone

	8254 DECT Handset	8234 DECT Handset
The 8254 cover contains a lock to prevent it from opening, for example during a fall. First you have to unlock the cover. This step is not necessary for the 8234 DECT 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.		
Inserting the battery: <ul style="list-style-type: none"> <li>• Position the battery 'connectors' side as shown in the drawing (A).</li> <li>• Terminate the installation of the battery in its compartment by pressing as shown in the drawing (B).</li> </ul>		

	8254 DECT Handset	8234 DECT Handset
Replace the cover.		
If you are using a 8254 DECT Handset, please make sure that the lock is correctly positioned.		

## 2.3 Charging your telephone battery

The charger is sold separately.



### 2.3.1 Charging the battery on a single charger

Place the handset into the support facing you, as shown in the picture. Plug the USB cable into the AC/DC adaptor. Plug the AC/DC adaptor into the mains power supply.

The AC/DC adaptor is not provided with the set. Please contact your provider for a recommended AC/DC adaptor.

Depending on the configuration of the handset, a beep is emitted when charging begins. The battery status icon flashes and the LED lights up.

- 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.
- 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: Adjusting your telephone functions.

### 2.3.2 Charging the battery on a dual charger

Place the handset into the Dual Charger front slot facing you.

If you have a spare battery, you can charge it at the same time. Place the spare battery pack in the back slot, charging contacts down. Push the spare battery forward and downward under the clip to keep it on charge (A).

The AC/DC adaptor is not provided with the set. Please contact your provider for a recommended AC/DC adaptor.

Depending on the configuration of the handset, a beep is emitted when charging begins. The battery status icon flashes and the LED lights up. If a spare battery is on charge, a dedicated LED on the charger lights up.

- Green steady: the battery is fully charged.
- Red steady: battery charging.



To remove the spare battery, push it down and backward to unclip it.

- 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: Adjusting your telephone functions.

### 2.3.3 LED

- Green steady: the battery is fully charged.
- Red steady: battery 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 usually less than 3 hours. Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, ...).

The charging time for the spare battery is usually 6 hours.

### 2.3.4 Autonomy of your telephone

On standby in the radio coverage zone	Up to 100 hours when screensaver is activated. Up to 200 hours without screensaver.
In continuous conversation	Up to 20 hours.

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 are in an area covered (if you are not, move close to a radio access point).
- Check that the telephone is properly installed in the system (consult the PABX manager).

*Auto install?:* if the display indicates this message, please contact your installation technician or consult the following chapter: Registering the telephone.

## 2.5 Switching off your telephone

- Press the switch on/off key (Long press).
- Confirm switching off: *Yes*.
- Your telephone is switched off.



## 3 Using your telephone

### 3.1 Identify the terminal you are on

	<ul style="list-style-type: none"> <li>Displays your telephone number (Long press).</li> </ul>
OR	
	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Services</i></li> </ul>
 	<ul style="list-style-type: none"> <li>Displays your telephone number.</li> </ul>

### 3.2 Messaging portal

The messaging portal allows you to access and manage features such as voice messages, text messaging, or missed calls.

	<p>The message icon is displayed in the status bar when you receive a new event (new voice message, new text message, callback request, or new missed call). In the event of a missed call, a blue arrow is displayed in the status bar. Information about the event is displayed on the screen. The orange LED on your telephone flashes to indicate that you have a new request. You are alerted by a special tone.</p> <p>The event priority is (from high to low): voice message, text message, callback request and missed call.</p>
---	---

#### Accessing the messaging portal

 	<ul style="list-style-type: none"> <li>If the message icon in the status bar from the welcome screen is not selected, select it by using the left/right navigation keys. Press the OK key to access the messaging portal. New events are automatically displayed.</li> </ul>
OR	
	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Messages</i> Access the messaging portal.</li> </ul>

## Accessing the features of the messaging portal

	<ul style="list-style-type: none"> <li>Use the left/right navigation keys to select the desired tab.</li> </ul>
	<ul style="list-style-type: none"> <li><b>Call log:</b> Consulting external missed calls. Enter your password if required (Depending on the system configuration and your preferences). If selected, this icon appears in blue: .</li> </ul>
	<ul style="list-style-type: none"> <li><b>Call log:</b> Consulting internal missed calls. Enter your password if required (Depending on the system configuration and your preferences). If selected, this icon appears in blue: .</li> </ul>
	<ul style="list-style-type: none"> <li><b>Voice Mail:</b> Access the voice mail. Enter your password if required (Depending on the system configuration and your preferences).</li> </ul>
	<ul style="list-style-type: none"> <li><b>Text mails:</b> Access the text mail. Enter your password if required (Depending on the system configuration and your preferences).</li> </ul>
	<ul style="list-style-type: none"> <li>Access to callback requests.</li> </ul>
	<ul style="list-style-type: none"> <li>Use the up-down navigation keys to select an event and press OK to open it.</li> </ul>

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).

	<ul style="list-style-type: none"> <li>Use the up-down navigation keys to select the action and press OK</li> </ul>
	<ul style="list-style-type: none"> <li><b>Delete:</b> Delete the selected entry.</li> <li><b>Delete all:</b> Delete all events of the selected tab.</li> <li><b>Call Back:</b> Call the contact, originator of the event.</li> <li><b>Answer By Text:</b> Answer with a text message.</li> <li><b>next:</b> Display the following event.</li> <li><b>Back:</b> Return to previous menu.</li> </ul>

A text message is automatically deleted after you read it. A missed call is automatically deleted if you return the call.

When consulting an event, you can delete the event once you have consulted it. However, you can choose to delete all events in one go.

### 3.3 Call log

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Call log</i></li> </ul>
	<ul style="list-style-type: none"> <li>• &lt; Incoming calls.</li> <li>• &gt; Outgoing calls.</li> </ul>

### 3.4 Making a call

	<ul style="list-style-type: none"> <li>• Dial.</li> </ul>
	<ul style="list-style-type: none"> <li>• Send the call.</li> </ul>

You can use the 'OK' key to make the call:  → *Call*.

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

You are in communication:

	<ul style="list-style-type: none"> <li>• Hang up.</li> </ul>
--	--

### 3.5 Calling from your personal directory

		Quick access:
	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>	 (In idle state)
	<ul style="list-style-type: none"> <li>• <i>Contacts</i></li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>Personal Dir</i></li> <li>• Validate access to the 'personal directory '.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Select the name of the person you wish to call.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Send the call.</li> </ul>	

You can use the 'OK' key to make the call:  → *Call*.

Quick access: . Quick access is enabled if you have at least one contact in your personal directory.

### 3.6 Calling your caller by name (company directory)

	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>	Quick access:   short press
	<ul style="list-style-type: none"> <li><i>Contacts</i></li> </ul>	
	<ul style="list-style-type: none"> <li><i>Phone Book</i></li> </ul>	
	<ul style="list-style-type: none"> <li>Enter the first letters of the name, name-first name or the initials of your caller.</li> <li>Apply.</li> </ul>	
	<ul style="list-style-type: none"> <li>Select the type of search you want (last name, last name and first name or initials).</li> </ul>	
	<ul style="list-style-type: none"> <li>Select the desired name.</li> </ul>	
	<ul style="list-style-type: none"> <li>Send the call.</li> </ul>	

You can use the 'OK' key to make the call:  → *Call*.

Name must be entered in format name / space / first name.

 (short press): for fast access to this function from the home screen page, press the directory key.

### 3.7 Receiving a call

You are receiving a call.

 or 	Use one of the following: <ul style="list-style-type: none"> <li>Answer the call by selecting the 'answer' key or the 'OK' key.</li> <li>Pick up the phone from the charger (depending on the handset's settings).</li> </ul>
	<ul style="list-style-type: none"> <li>Disabling the ringer: press the hang up key when your telephone rings: it is still possible to answer by pressing the off hook key.</li> </ul>
Speak.	
	<ul style="list-style-type: none"> <li>Hang up.</li> </ul>

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.

You can use a headset with your phone. If you want the headset to ring only when receiving an incoming call, you must activate the headset mode.

### 3.8 Redialing

Call back one of the last numbers dialed.

		Quick access:
	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>	 Long press <sup>(1)</sup>
	<ul style="list-style-type: none"> <li><i>Dialed</i></li> </ul>	
	<ul style="list-style-type: none"> <li>Select the number in the list.</li> </ul>	
 or 	<ul style="list-style-type: none"> <li>Display information about the selected contact (number, date of the last call).</li> </ul>	
 or 	<ul style="list-style-type: none"> <li>Send the call.</li> </ul>	

<sup>(1)</sup>Quick access:  Long press. The quick access depends on the system configuration.

### 3.9 Requesting automatic callback if internal number is busy

The telephone of the internal caller you are trying to contact is busy, and you want the person to call you back as soon as they are free.

	<ul style="list-style-type: none"> <li><i>Call Back.</i></li> <li>Validate.</li> </ul>
---	--

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

### 3.10 Consult callback request

Someone has tried to call you and left a callback request.

	When you receive a callback request, the message icon is displayed on the welcome screen. The orange LED on your telephone flashes to indicate there is a message.
 	<ul style="list-style-type: none"> <li>Select the message icon in the notification area.</li> </ul>
OR	
	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Messages</i></li> </ul>

 	<ul style="list-style-type: none"> <li>• Access to callback requests.</li> <li>• Names of the contacts who leave a callback request are listed.</li> </ul>
	<ul style="list-style-type: none"> <li>• Select a contact.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Delete</i>: delete the callback request.</li> <li>• <i>Call back</i>: call back the contact.</li> <li>• <i>Back</i>: to return to the home page.</li> </ul>
	<p>The message icon disappears once all new events have been consulted.</p>

### 3.11 Sending text message if internal number is busy

The telephone of the internal contact you are trying to contact is busy and you want to leave them a text message. This feature depends on the contact's system.

	<ul style="list-style-type: none"> <li>• <i>Text Mail</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the type of message to send (<i>Fixed Messages, Prg Messages, New Message</i>).</li> <li>• Follow information displayed on the screen.</li> </ul>

### 3.12 Speaking on the loudspeaker of a busy internal contact

In some cases, you might have to broadcast on the loudspeaker of a busy contact. This feature must be configured by the administrator.

	<ul style="list-style-type: none"> <li>• <i>LS announce</i></li> </ul>
	<ul style="list-style-type: none"> <li>• You can talk, your contact will hear you on their loudspeaker.</li> </ul>

### 3.13 Sending a text message to an internal contact

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Messages</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• <i>New Text Msg</i></li> <li>• Confirm.</li> </ul>
 	<ul style="list-style-type: none"> <li>• <i>Send a Message ?</i></li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number of your contact (dial, directories, last numbers dialed...).</li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• Select the type of message to send (<i>Fixed Messages, Prg Messages, New Message</i>).</li> </ul>

	<ul style="list-style-type: none"> <li>Follow information displayed on the screen.</li> </ul>
If selected message has to be completed:	
	<ul style="list-style-type: none"> <li>Confirm access to the message to be completed.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete the message.</li> <li>Apply.</li> </ul>

When editing a message to be completed you can use the delete key to delete any entered characters. The navigator keys let you move the cursor in an input field.

### 3.14 Send a voice message copy

	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Messages</i></li> </ul>
 	<ul style="list-style-type: none"> <li><i>New voicemail</i></li> <li>Confirm access to the voice mail.</li> </ul>
	<ul style="list-style-type: none"> <li>Enter your personal mailbox password.</li> <li>Confirm.</li> </ul>
Listen to the message to send and follow the voice guide instructions.	

### 3.15 Sending a recorded message to a number or a distribution list

	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Messages</i></li> </ul>
 	<ul style="list-style-type: none"> <li><i>New voicemail</i></li> <li>Confirm access to the voice mail.</li> </ul>
	<ul style="list-style-type: none"> <li>Personal code.</li> <li>Confirm.</li> </ul>
Follow the instructions of the voice guide.	

### 3.16 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.
 	<ul style="list-style-type: none"> <li>• Select the message icon in the notification area.</li> <li>• The number of new vocal messages is displayed in the phone notification area.</li> </ul>
<b>OR</b>	
	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Messages</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• <i>Voice Mail</i></li> <li>• Confirm access to the voice mail.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter your personal mailbox password.</li> <li>• Confirm.</li> <li>• Follow the instructions of the voice guide.</li> </ul>

Please refer to the administrator for your password.

### 3.17 Consulting text messages

	When you have received a message, the message icon is displayed on the welcome screen. The yellow LED on your telephone flashes to indicate there is a message.
 	<ul style="list-style-type: none"> <li>• Select the message icon in the notification area.</li> <li>• The number of new text messages is displayed.</li> </ul>
<b>OR</b>	
	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Messages</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• <i>Text Mail</i></li> <li>• Confirm.</li> </ul>
 	<ul style="list-style-type: none"> <li>• Read the first message.</li> </ul>
	<ul style="list-style-type: none"> <li>• Confirm access to 'Options'.</li> <li>• From the options menu, you can erase the message, callback the message sender, answer the message or read the next message.</li> </ul>
	The message icon disappears once the message has been read.

### 3.18 Forwarding calls to another number (immediate forward)

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

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> <li>• Confirm access to immediate diversion.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Fwd Immediate</i></li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Activate Fwd / Modify Fwd</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number of your contact (dial, directories, last numbers dialed...).</li> <li>• Confirm.</li> </ul>

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.

### 3.19 Different types of diversions / Example of diversion on busy

#### 3.19.1 Different types of diversions

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

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>	
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> <li>• Confirm access to immediate diversion.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Select the 'List of diversions' icon.</li> </ul>	
	<i>Fwd on Busy</i>	When you are in conversation and all your lines are busy, all your calls are diverted to the defined number.
	<i>Fwd On No Rep</i>	When you are absent, all your calls are forwarded to the number of your choice (delayed forwarding on no answer).
	<i>Fwd Busy/NoRep</i>	When you are absent or already in communication (all lines are busy), all your calls are forwarded to the defined number.
	<i>Remote Forward</i>	Program the forwarding of a set from another set (immediate remote forwarding) A typical use of this feature is to program a forward from your set to another set from a third set.

### 3.19.2 Example of diversion on busy

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> <li>• Confirm access to immediate diversion.</li> </ul>
	<ul style="list-style-type: none"> <li>• Select the 'List of diversions' icon.</li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Fwd on Busy</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number of your contact (dial, directories, last numbers dialed...).</li> <li>• Confirm.</li> </ul>

### 3.20 Diverting calls to your voice mailbox

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Fwd Immediate Voice Mail</i></li> <li>• Confirm.</li> </ul>

### 3.21 Display an absence message

When you are absent you can program an absence message that will be displayed on the caller's phone when they call you.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Absence Msg</i></li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• Select the message type between predefined messages, messages to complete and message to create. Complete the message if necessary.</li> </ul>
	<ul style="list-style-type: none"> <li>• Apply. You can read the message before applying it: <i>Read</i>. The following text is displayed on the screen: Absence message.</li> </ul>

Follow the same procedure to deactivate the absence message: *deact Abs Msg*.

### 3.22 Program your associate number

The associated number can be a phone set number, the voice mail number or the pager number. It can be used as overflow number.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Use the left-right navigation keys to select the feature.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Associate</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Modify</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number of your contact (dial, directories, last numbers dialed...).</li> <li>• Confirm.</li> </ul>

### 3.23 Define an overflow number

When your set is not available, outside the coverage area or not working, calls to your set will be automatically forwarded to this number if it has been defined.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Use the left-right navigation keys to select the feature.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Overflow</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Modify</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number of your contact (dial, directories, last numbers dialed...).</li> <li>• Confirm.</li> </ul>

### 3.24 Cancelling all forwards

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Forward</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Select the 'Diversion cancellation' icon.</li> <li>• <i>Deact Forward</i></li> <li>• Confirm.</li> </ul>

### 3.25 Answering the general bell

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

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Use the left-right navigation keys to select the feature.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Call pick up services</i></li> <li>• <i>Night call pick up</i></li> </ul>

### 3.26 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.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Use the left-right navigation keys to select the feature.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Call pick up services</i></li> </ul>

If the telephone ringing is not in your pick-up group:	
	<ul style="list-style-type: none"> <li>• <i>Pick Up</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Dial a Number</i></li> <li>• Enter number of ringing telephone.</li> <li>• Apply.</li> </ul>
If the telephone ringing is in your own pick-up group:	
	<ul style="list-style-type: none"> <li>• <i>Group call pick up</i></li> </ul>

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

## 3.27 Hunting groups

### 3.27.1 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.

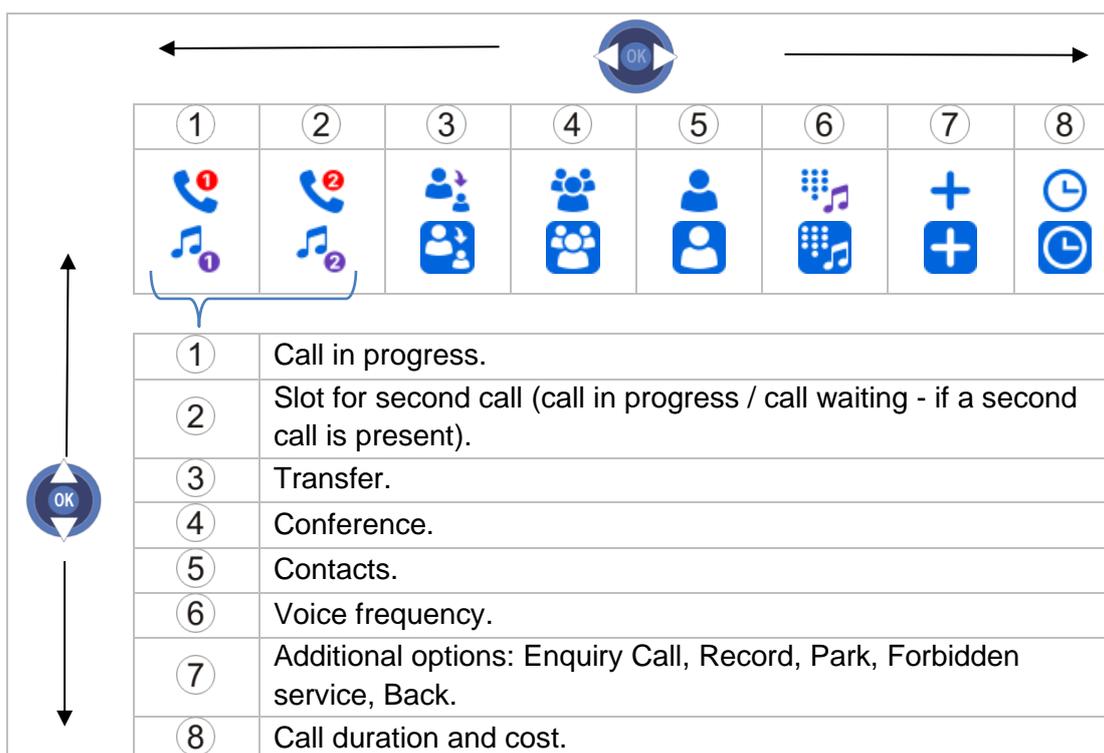
### 3.27.2 Temporary exit from your hunting group / Return into your group

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Use the left-right navigation keys to select the feature.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Diverse services</i></li> <li>• <i>In hunting grp / Out hunting grp</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Your group number.</li> <li>• Apply.</li> </ul>

# 4 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 (use the left-right navigation keys).
- The list of items at the bottom of the screen use the up-down navigation keys when the call in progress or the call on hold is selected).



## 4.1 Make a second call

	<ul style="list-style-type: none"> <li>• You are in conversation with one contact.</li> </ul>
	<ul style="list-style-type: none"> <li>• Dial the number.</li> </ul>
	<ul style="list-style-type: none"> <li>• Send the call.</li> </ul>
	<ul style="list-style-type: none"> <li>• The first call is on hold.</li> </ul>

### Recover the call on hold:

	<ul style="list-style-type: none"> <li>• Hang up.</li> </ul>
	<ul style="list-style-type: none"> <li>• Your telephone rings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Recover the call on hold.</li> </ul>

You can also initiate another call by using the 'Enquiry 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.

 Or 	<ul style="list-style-type: none"> <li>• Answer the call.</li> </ul>
	<ul style="list-style-type: none"> <li>• The first call is on hold.</li> </ul>

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:

	<ul style="list-style-type: none"> <li>• Recover the call on hold.</li> </ul>
---	---

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

	<ul style="list-style-type: none"> <li>• Display the caller's identity.</li> </ul>
	<ul style="list-style-type: none"> <li>• Recover the call on hold.</li> </ul>

## 4.4 Transferring a call

During a conversation, to transfer the call to another number:

You are in communication with a first caller:

	<ul style="list-style-type: none"> <li>• Call the recipient of the transfer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Send the call.</li> </ul>

You are in conversation with the destination number:

 	<ul style="list-style-type: none"> <li>• <i>Transfer</i></li> </ul>
--	---

The two callers are connected.

### Blind transfer

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 contacts (conference)

During a conversation, a second call is on hold:

	<ul style="list-style-type: none"> <li>• <i>Conference</i></li> <li>• You are in conference mode.</li> </ul>
---	--

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

	<ul style="list-style-type: none"> <li>• <i>End of conference</i></li> </ul>
---	--

After the conference, to leave your two contacts talking together:

	<p>› Your two callers are in conversation.</p>
---	--

This feature needs setting up. If necessary, contact your system administrator.

Please note that the cost of the call between the parties remaining after you have left the conference will be charged to your account.

## 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.

	<ul style="list-style-type: none"> <li>• <i>Park</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Number to be called.</li> </ul>

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:

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Call pick up services</i></li> <li>• <i>Park</i></li> </ul> <p>› You are on a call.</p>

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:

	<ul style="list-style-type: none"> <li>You are in conversation with one contact.</li> </ul>
---	---

### To activate DTMF mode:

	<ul style="list-style-type: none"> <li><i>Send MF</i></li> </ul>
	<ul style="list-style-type: none"> <li>To activate.</li> </ul>
	<ul style="list-style-type: none"> <li>Sending DTMF signals.</li> </ul>

### To deactivate DTMF mode:

	<ul style="list-style-type: none"> <li><i>Deactivate MF</i></li> </ul>
--	--

The function is automatically cancelled when you hang up. During a conversation, you can activate and deactivate the DTMF mode by pressing the \* key (long press).

# 5 Programming your telephone

## 5.1 Identify the terminal you are on

	<ul style="list-style-type: none"> <li>Displays your telephone number (long press).</li> </ul>
---	--

## 5.2 Initializing your voice mailbox

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

	<ul style="list-style-type: none"> <li>You can use the Message icon on the welcome screen to initialize your voice mailbox.</li> </ul>
<b>OR</b>	
	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Messages</i></li> </ul>

	<ul style="list-style-type: none"> <li><i>New msg</i></li> <li>Confirm access to the voice mail.</li> </ul>
	<ul style="list-style-type: none"> <li>Enter your temporary password.</li> <li>Enter your new password.</li> <li>Record your name.</li> </ul>
	
	<ul style="list-style-type: none"> <li>End of recording.</li> <li>Follow the instructions of the voice guide.</li> </ul>

## 5.3 Change your voice mailbox password

	<ul style="list-style-type: none"> <li>Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li><i>Services</i></li> </ul>
	<ul style="list-style-type: none"> <li><i>Password</i></li> </ul>
	<ul style="list-style-type: none"> <li>Enter the old password.</li> <li>Enter the new password.</li> <li>Enter new password again to confirm.</li> <li>Apply.</li> </ul>

Please contact your administrator for your initial voice mailbox password.  
Each digit of the code is symbolized by an asterisk.

## 5.4 Adjusting the audio functions

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

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Ring</i></li> </ul>

### 5.4.1 Choose the tune

	<ul style="list-style-type: none"> <li>• <i>Ring.Melody</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the melody of your choice.</li> <li>• Apply.</li> </ul>

### 5.4.2 Adjusting the ringer volume

	<ul style="list-style-type: none"> <li>• <i>Ring.level</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the volume of your choice (number of levels: 4)</li> <li>• Apply.</li> </ul>

	<ul style="list-style-type: none"> <li>• Return to idle.</li> </ul>
---	---

### 5.4.3 Adjust the buzzer/ringer mode according to your needs

	<ul style="list-style-type: none"> <li>• Press on the ringer/vibrate key.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Off</i>: ringer and buzzer are deactivated.</li> <li>• <i>Ring only</i>: rings only.</li> <li>• <i>Vibrate then ring</i>: the handset vibrates and then rings.</li> <li>• <i>Vibrate only</i>: the handset vibrates and doesn 't ring.</li> <li>• <i>Vibrate and ring</i>: the handset vibrates and rings simultaneously.</li> </ul>
	<ul style="list-style-type: none"> <li>• Apply (press the OK key or softkey: <i>Select</i>).</li> </ul>

### 5.4.4 Switching rapidly from ring mode to vibrate mode and vice-versa

This feature is available if the ring shortcut option is activated in the handset settings (see: Adjusting your telephone functions).

	<ul style="list-style-type: none"> <li>• Long press on the ringer/vibrate key.</li> </ul>														
	<p>You switch quickly from the current ring mode to vibrate mode and vice-versa. This feature depends on the current ringer/vibrate status of the handset. The first long press switches the handset to the corresponding mode. The second long press switches back to the current mode.</p> <table border="1" data-bbox="264 495 1489 734"> <tr> <td>Current mode</td> <td>→ First long press on ringer/vibrate key</td> </tr> <tr> <td></td> <td>← Second long press on ringer/vibrate key</td> </tr> <tr> <td><i>Off</i></td> <td>↔ <i>Vibrate only</i></td> </tr> <tr> <td><i>Vibrate then ring</i></td> <td>↔ <i>Vibrate only</i></td> </tr> <tr> <td><i>Vibrate only</i></td> <td>↔ <i>Ring only</i></td> </tr> <tr> <td><i>Vibrate and ring</i></td> <td>↔ <i>Vibrate only</i></td> </tr> <tr> <td><i>Ring only</i></td> <td>↔ <i>Vibrate only</i></td> </tr> </table>	Current mode	→ First long press on ringer/vibrate key		← Second long press on ringer/vibrate key	<i>Off</i>	↔ <i>Vibrate only</i>	<i>Vibrate then ring</i>	↔ <i>Vibrate only</i>	<i>Vibrate only</i>	↔ <i>Ring only</i>	<i>Vibrate and ring</i>	↔ <i>Vibrate only</i>	<i>Ring only</i>	↔ <i>Vibrate only</i>
Current mode	→ First long press on ringer/vibrate key														
	← Second long press on ringer/vibrate key														
<i>Off</i>	↔ <i>Vibrate only</i>														
<i>Vibrate then ring</i>	↔ <i>Vibrate only</i>														
<i>Vibrate only</i>	↔ <i>Ring only</i>														
<i>Vibrate and ring</i>	↔ <i>Vibrate only</i>														
<i>Ring only</i>	↔ <i>Vibrate only</i>														
	<p>When you turn the handset back on, the current mode will be the same as the mode selected before it was turned off. For example, you are in the following mode: vibrate only. You switch the handset off. When you restart the handset, the current mode will be: vibrate only. Long press on the ringer/vibrate key to switch the handset to ring only.</p>														

### 5.5 Activating headset mode

You can use a headset with your phone. If you want the headset to ring only when receiving an incoming call, you must activate the headset mode:

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Settings</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Audio settings</i></li> <li>• <i>Headset mode</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>On</i></li> </ul>

When activated only the headset rings (if plugged in).

### 5.6 Adjusting your telephone functions

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Settings</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Select the function* you want and use the On/Off softkeys to activate or deactivate the function.</li> </ul>
OR	
	<ul style="list-style-type: none"> <li>• Select the function* you want and press the OK key to enter the function menu to configure the function.</li> </ul>
	<ul style="list-style-type: none"> <li>• Return to idle.</li> </ul>

\* You can activate or disable the following functions:

### 5.6.1 Adjusting audio functions

	<ul style="list-style-type: none"> <li>• Select the menu: <i>Audio settings</i></li> <li>• Select the settings to activate/deactivate.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Vibrate/Ring</i>: you can adjust the buzzer/ringer mode according to your needs.</li> <li>• <i>Ascending ringing</i>: activate or deactivate the ascending ringtone (Progressive ringing) (<i>On / Off</i>).</li> <li>• <i>Key sound</i>: define the keypad tone (off, click or tone).</li> <li>• <i>Message sound</i> → <i>Message Ringtone</i>: define the ringtone when you receive a new message.</li> <li>• <i>Message sound</i> → <i>Msg ringtone level</i>: define the ringtone level when you receive a new message.</li> <li>• <i>Coverage warning</i>: activate or deactivate a Bip emission when your phone is out of DECT area coverage (<i>On / Off</i>).</li> <li>• <i>Charger warning</i>: activate or deactivate Bip emission when placing handset on charger (<i>On / Off</i>).</li> <li>• <i>Low bat. warning</i>: activate or deactivate Bip emission when low battery level is reached (<i>On / Off</i>).</li> <li>• <i>Headset mode</i>: activate or deactivate the headset mode (<i>On / Off</i>). When activated only the headset rings (if plugged in).</li> <li>• <i>AGC</i>: activate or deactivate automatic gain control to enhance the sound depending on the quality of the audio signal (<i>On / Off</i>).</li> <li>• <i>Ring Shortcut</i>: activate or deactivate the ringer/vibrate key to quickly switch the ringer/vibrate mode (<i>On / Off</i>).</li> </ul>

### 5.6.2 Adjusting keypad

	<ul style="list-style-type: none"> <li>• Select the menu: <i>Keys</i></li> <li>• Select the settings to activate/deactivate.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Auto. keylock</i>: activate or deactivate the automatic keypad lock. Set the delay before the keypad is locked (15, 30, or 45 seconds 1, 2, 3, 4, or 5 minutes). To lock the keyboard when the screen is idle, select: <i>Lock on screen off</i>.</li> <li>• <i>2s key repeat</i>: for people with a disability, increases the repeat-key delay for the dial by name feature.</li> </ul>

### 5.6.3 Other settings

	<ul style="list-style-type: none"> <li>• Select the settings to activate/deactivate.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Screensaver</i>: activate or deactivate the screensaver (<i>On / Off</i>). If the screensaver is activated, the time and date are displayed when handset is on charger.</li> <li>• <i>Dock settings</i> → <i>Silent on charger</i>: deactivate ringing and/or vibrate when the phone is on its charging holder.</li> <li>• <i>Dock settings</i> → <i>Answer on pickup</i>: activate or deactivate off-hook on pick-up when the handset is charging (place on the charging holder) (<i>On / Off</i>).</li> <li>• <i>Language</i>: choose a language other than system language.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Select System</i>: selecting your telephone system. Your telephone can be programmed to function on 4 different DECT systems. To let the phone choose the best system, select: <i>Auto. select</i>.</li> <li>• <i>Reset settings</i>: reset the setting and go back to the default settings.</li> <li>• <i>Status</i>: to show Handset information such as the software version, the battery level, etc.</li> </ul>
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## 5.7 Selecting system language

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Language</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the language of your choice.</li> <li>• Apply (<i>Ok</i>).</li> </ul>

The initial language selection is made automatically by the system.

## 5.8 Programming your personal directory

Your personal directory can contain up to 42 numbers.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Contacts</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Personal Dir</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Use one of the following:             <ul style="list-style-type: none"> <li>○ If the personal directory is empty, select the 'OK' key to create a new contact.</li> <li>○ If the personal directory is not empty, select an existing record ('OK' key). Select the softkey: <i>Create</i></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the name.</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the number.</li> <li>• Apply.</li> </ul>

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'.

Long press the # key to switch from lowercase letters mode to uppercase letters mode, and from uppercase letters mode to numbering mode.

## 5.9 Modifying a record in the personal directory

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Contacts</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Personal Dir</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the record to be modified.</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Modify</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Modify the name (14 characters maximum).</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• Modify the number.</li> <li>• Apply.</li> </ul>

Press the # key to switch from lowercase letters mode to uppercase letters mode, and from uppercase letters mode to numbering mode. Use the navigation keys to position on the character or digit to be modified.

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

## 5.10 Erase a record from the personal directory

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Contacts</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Personal Dir</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the record to erase.</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Delete</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Confirm.</li> </ul>

## 5.11 Programming an appointment reminder

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Alarms</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Set appointment</i></li> </ul>
 	<ul style="list-style-type: none"> <li>• Enter the time of the appointment.</li> <li>• Apply.</li> </ul>
  	<ul style="list-style-type: none"> <li>• Use one of the following:                             <ul style="list-style-type: none"> <li>○ To define this appointment in your phone, hang up.</li> <li>○ If the destination of the appointment reminder isn't in your phone, dial the number of the destination set. Apply.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• The following icon is displayed on the status bar of the programmed handset (your handset or the destination set): </li> <li>• The LED is slowly flashing orange.</li> </ul>

At the programmed time, your telephone rings: press the On-hook key to accept the appointment (). The handset stops ringing. If you do not validate the answer to the first call-back, a second call-back will be made. After a second call-back with no answer, the call-back request will be cancelled. If your line is forwarded to another set, the appointment reminder will not follow the forwarding.

To cancel your appointment call-back request:

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Alarms</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Cancel an appointment</i></li> <li>• Apply.</li> </ul>

## 5.12 Locking your telephone

### Locking features on your terminal (System lock)

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

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Lock</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Apply.</li> </ul>

Unlocking features on your terminal:

	<ul style="list-style-type: none"> <li>• <i>Access MENU.</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Lock</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• Personal code (please refer to the administrator for your password).</li> </ul>
	<ul style="list-style-type: none"> <li>• Apply.</li> </ul>

### Locking your terminal (Key lock)

This service enables you to prevent your phone being used.

The lock key depends on the handset and its configuration:

	<ul style="list-style-type: none"> <li>• Use the lock softkey.</li> </ul>
	<ul style="list-style-type: none"> <li>• Use the alarm key on the 8254 DECT Handset if alarms are not configured.</li> </ul>
	<ul style="list-style-type: none"> <li>• Use the lock key on previous version of the 8254 DECT Handset if alarms are not configured.</li> <li>• Use the lock key on the 8234 DECT Handset.</li> </ul>

 Or  Or 	<ul style="list-style-type: none"> <li>• Long press.</li> <li>• <i>Lock</i>: Confirm (to cancel: <i>Cancel</i>)</li> </ul>
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Unlock your terminal:

 Or  Or 	<ul style="list-style-type: none"> <li>• Long press.</li> </ul>
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## 5.13 Modifying your personal code

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Services</i></li> </ul>
 	
	<ul style="list-style-type: none"> <li>• <i>Password</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the old password (please refer to the administrator for your password).</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the new password (twice).</li> </ul>
	<ul style="list-style-type: none"> <li>• Confirm.</li> </ul>

We recommend you choose a strong password.

# 6 Alarm notification call

This feature is only available on the 8254 DECT Handset.

## 6.1 Introduction

Your handset offers services of DECT network-based automated monitoring systems. These services must be activated and configured by your administrator. Please contact your administrator before using these services.

Emergency calls are initiated by the user of the handset. They are used to notify the server of emergencies such as injuries or material damage when specific keys are pressed.

Notification calls are messages sent by the server to the handset to notify the user.

To configure your handset, please contact your administrator or consult: 8AL90324ENAB “8244/8254/8262/8262Ex DECT Handset Alarms: Geolocation and notification Installation Manual”.

## 6.2 Emergency calls

These calls are designed to send alarm signals easily in emergency situations. Typically, emergency situations involve injuries or material damage and have highest priority among all other alarm events and calls.

Emergency calls are made by pressing the following keys:

	Press the function key (twice or press and hold) to activate the emergency call.
<b>OR</b>	
	Long press the OK key to activate the emergency call (depends on configuration).

The handset is communicating with the alarm server. The message that appears on the handset display will depend on your system configuration.

The normal call processing message is displayed on the screen and, depending on the configuration, the user may receive an acknowledgement or in conference message.

The emergency calls are priority calls and can be performed in any handset status. Handset statuses are: idle, conversation, dialing, calling, configuration, put in charger, removed from charger. Any active call will be terminated as soon as an emergency call is initiated.

During the notification process, all user actions are ignored until communication is established with the alarm server. Then either the user or the alarm server can terminate the call and the handset will return to idle state and will be available to process any subsequent user calls.

### 6.3 Force ringing

Your phone may be in silent or vibrate mode. Despite this configuration your phone may ring when there is a specific call from an alarm server. While the handset is ringing, a message (maximum of 14 characters) may also appear on the phone display.

### 6.4 Notification calls

While the phone is making such a call, the standard call processing message appears on the display and you are unable to receive or set up any other calls.

Notification calls have the highest priority over any other calls. In the event of a notification call, any other call will be interrupted. All keys will be locked during the notification process in order to avoid the activation of call back, consultation call, etc.

### 6.5 Alarm acknowledgment

After an alarm is triggered, the alarm server can set a location audio signal on the phone. This signal is designed to help rescue teams to locate the phone and its user.

The phone sends a location audio signal.

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Alarm ack</i></li> </ul>
	<ul style="list-style-type: none"> <li>• If configured. Enter device PIN code (the default is 0000).</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Send Acknowledge</i></li> </ul>
	The location audio signal ends up.

If the on-screen acknowledgment is configured you can directly acknowledge by pressing on the acknowledgment softkey when the 'Send Acknowledge' pop-up is displayed.

# 7 Registering the telephone

## 7.1 Registering the telephone on a system for the first time

For the mobile telephone to function, it must be registered on at least one Alcatel-Lucent Enterprise (registration operation). Your telephone has not yet been registered on any system if, when first switched on, the display indicates: *Auto install?*

	<ul style="list-style-type: none"> <li>• <i>Auto install?</i></li> <li>• Confirm.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Register</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select a system (It is recommended that the first empty system is selected).</li> <li>• Apply (<i>Ok</i>).</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter PARK code (Enter nothing if not mandatory).</li> <li>• Apply (<i>Ok</i>).</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter access code (Enter nothing if not mandatory).</li> <li>• Apply (<i>Ok</i>).</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Power mode</i> Select the power mode using the corresponding softkeys: <i>Normal</i> / <i>50 mW power</i> (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.).</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Enhanced Security</i></li> <li>• <i>Yes / No</i> Call from encrypted system to un-encrypted system is accepted (yes) or rejected (no).</li> </ul>
	<ul style="list-style-type: none"> <li>• Select 'Modic' mode:             <ul style="list-style-type: none"> <li>○ 8254 DECT Handset:                 <ul style="list-style-type: none"> <li>• Select '8254 Modic' if you connect the handset to an OmniPCX Enterprise R12.4 and more, otherwise select '8232 Modic'.</li> <li>• Select '8232 Modic' if you connect the handset in IP-DECT mode.</li> </ul> </li> <li>○ 8234 DECT Handset:                 <ul style="list-style-type: none"> <li>• Select '8234 Modic' if you connect the handset to an OmniPCX Enterprise R12.4 MD4 (OXE 12.4 MD4) and more, otherwise select '8232 Modic'.</li> <li>• Select '8232 Modic' if you connect the handset in IP-DECT mode.</li> </ul> </li> </ul> <p>The SUOTA (Software Update Over The Air) is only available when '8254 Modic' or '8234 Modic' is selected. Depending on your handset, we recommend using '8254 Modic' or '8234 Modic' when available.</p> </li> </ul>

**The registration operation can last up to 2 minutes.**

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

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.

## 7.2 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 Alcatel-Lucent Enterprise system. You can select the other inputs to register the telephone under another system (Alcatel-Lucent Enterprise 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:	
	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Install</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the PIN Code (default code: 0000).</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Register</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select a system.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter PARK code (Enter nothing if not mandatory).</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter access code (Enter nothing if not mandatory).</li> <li>• Apply</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Power mode</i> Select the power mode using the corresponding softkeys: <i>Normal / 50 mW power</i> (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.).</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Enhanced Security</i></li> <li>• <i>Yes / No</i></li> </ul> <p>Call from encrypted system to un-encrypted system is accepted (yes) or rejected (no)</p>
	<ul style="list-style-type: none"> <li>• Select 'Modic' mode:             <ul style="list-style-type: none"> <li>○ 8254 DECT Handset:                 <ul style="list-style-type: none"> <li>• Select '8254 Modic' if you connect the handset to an OmniPCX Enterprise R12.4 and more, otherwise select '8232 Modic'.</li> <li>• Select '8232 Modic' if you connect the handset in IP-DECT mode.</li> </ul> </li> <li>○ 8234 DECT Handset:                 <ul style="list-style-type: none"> <li>• Select '8234 Modic' if you connect the handset to an OmniPCX Enterprise R12.4 MD4 (OXE 12.4 MD4) and more, otherwise select '8232 Modic'.</li> <li>• Select '8232 Modic' if you connect the handset in IP-DECT mode.</li> </ul> </li> </ul> <p>The SUOTA (Software Update Over The Air) is only available when '8254 Modic' or '8234 Modic' is selected. Depending on your handset, we recommend using '8254 Modic' or '8234 Modic' when available.</p> </li> </ul>
<p>Launch subscription.</p>	

- 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.

### 7.3 Selecting your telephone system

Your telephone can be programmed to function on 4 different DECT systems.

	<ul style="list-style-type: none"> <li>• Access MENU</li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Settings</i></li> </ul>
	<ul style="list-style-type: none"> <li>• <i>Select System</i></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the desired input (the chosen option is indicated by the radio button with a central dot).</li> </ul>

The selection is retained even after switching the telephone on/off. The selection of a specific 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.

## 7.4 Display or modify the name of the connected system (network)

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• Install</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the PIN Code (default code: 0000).</li> <li>• Apply (<i>Ok</i>).</li> </ul>
	<ul style="list-style-type: none"> <li>• Edit network</li> </ul> <p>The name of the network is displayed.</p>
	<ul style="list-style-type: none"> <li>• Network name</li> </ul> <p>Modify the name of the network.</p>
	<ul style="list-style-type: none"> <li>• Network number</li> </ul> <p>Modify the network number.</p>
	<ul style="list-style-type: none"> <li>• Return to idle.</li> </ul>

## 7.5 Deregister

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• Install</li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the PIN Code (default code: 0000).</li> <li>• Apply (<i>Ok</i>).</li> </ul>
	<ul style="list-style-type: none"> <li>• Deregister</li> </ul>
	<ul style="list-style-type: none"> <li>• Select the network.</li> </ul>
	<ul style="list-style-type: none"> <li>• Delete registrat.?</li> <li>• Yes (No: to cancel).</li> <li>• Apply (<i>Ok</i>).</li> </ul>

## 7.6 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.

The change of mode is made according to the connected system. When connected to a system, the handset will use the defined mode on this system. If the handset is out of the coverage range, make sure that the desired system is selected before making the change. If the handset was configured to connect to any available system, you can restore this configuration after changing the power mode (*Auto. select*).

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Install</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the PIN Code (default code: 0000).</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Power mode</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Select the power mode using the corresponding softkeys: <b>Normal / 50 mW power</b>.</li> </ul>

## 7.7 Change the PIN code

	<ul style="list-style-type: none"> <li>• Access MENU.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Install</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the PIN Code (default code: 0000).</li> <li>• Apply.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Change PIN</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Enter the current PIN code.</li> <li>• Enter the new PIN code.</li> <li>• Confirm the new PIN code.</li> </ul>

## 8 List of accessories

### 8.1 Belt clip

 <p>8254 DECT Handset</p>	<p>When you purchase your phone, it is equipped with a belt clip on the back.</p> <p>You can remove this belt clip and replace it with a specific cover. The cover is not provided with the handset. Please contact your business partner for more information.</p>
 <p>8234 DECT Handset</p>	<p>To remove the belt clip, you need to remove two screws using a Phillips screwdriver.</p> <p>Place the cover in place of the belt clip using the two screws.</p>

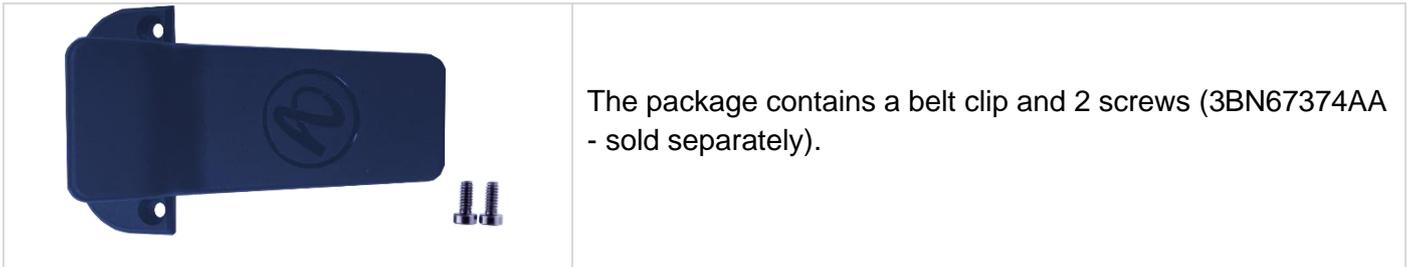
### 8.2 Belt clip cover

	<p>The belt clip cover is used in place of the belt clip. The package contains 10 belt clip covers and 20 screws (3BN67376AA - sold separately).</p>
---	--

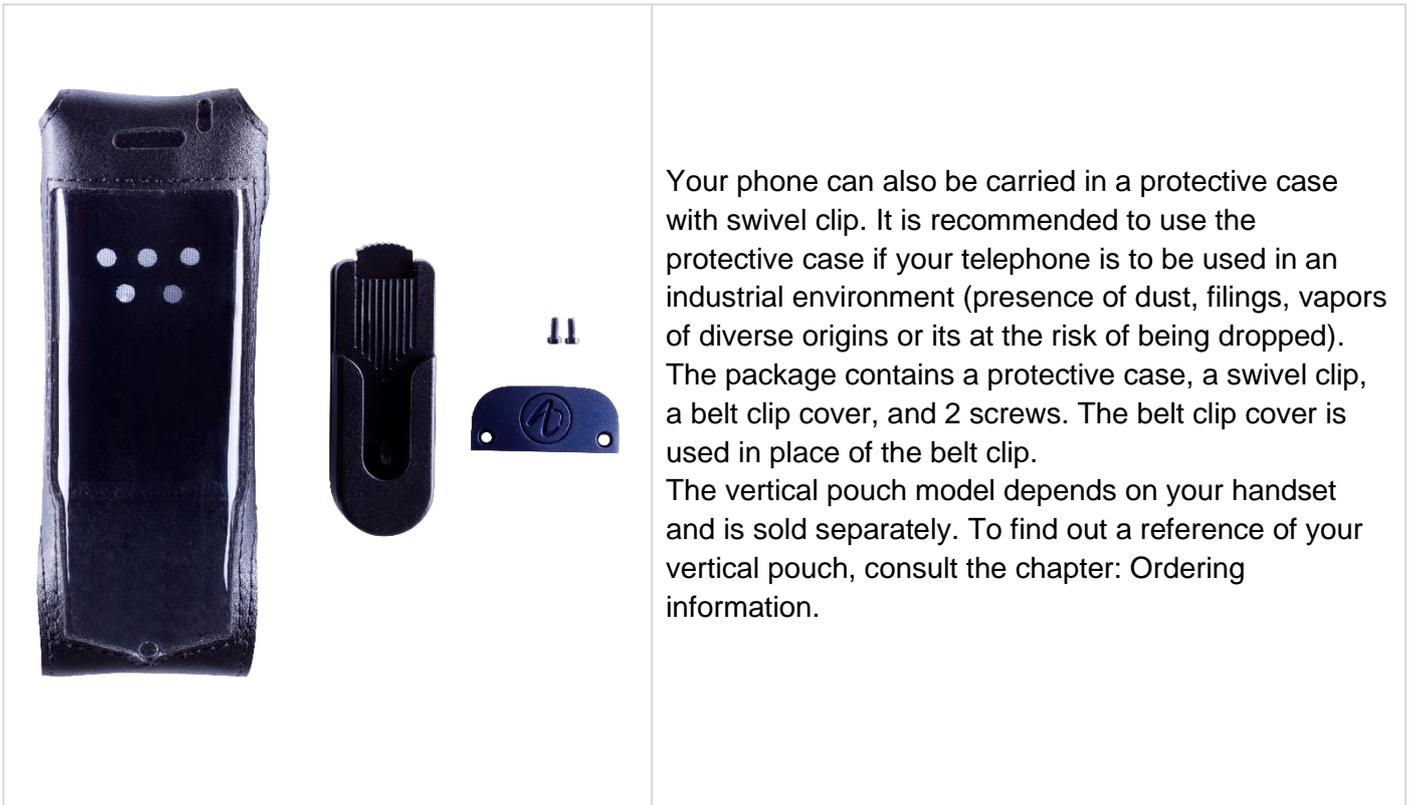
### 8.3 Spare swivel clip package

	<p>The swivel clip can be used in place of the belt clip. It allows for quick detachment/attachment of the handset from the belt. The package contains a swivel clip cover, the swivel clip, and 2 screws (3BN67375AA - sold separately).</p>
---	---

## 8.4 Spare belt clip

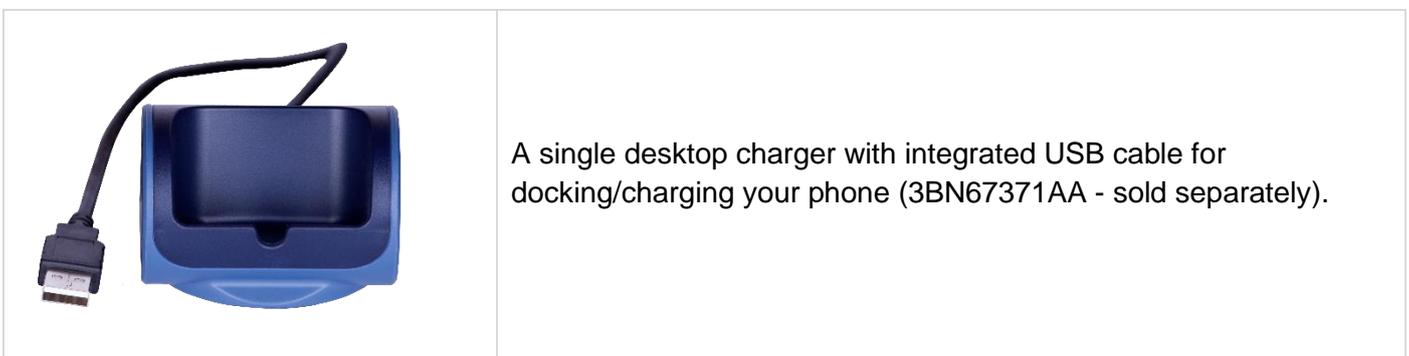


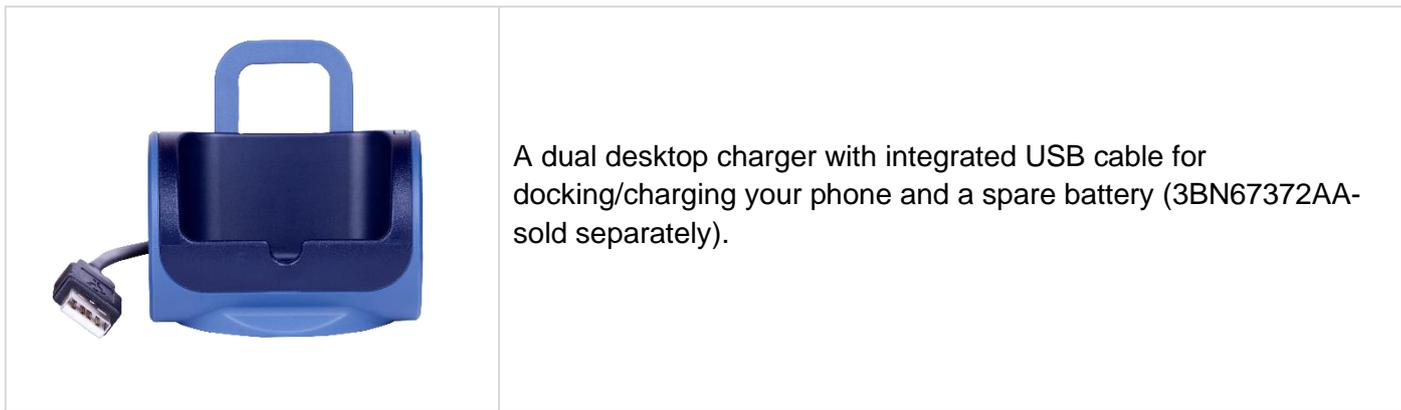
## 8.5 Vertical pouch



## 8.6 Chargers

Two kinds of chargers can be used for your handset. Chargers are sold separately.



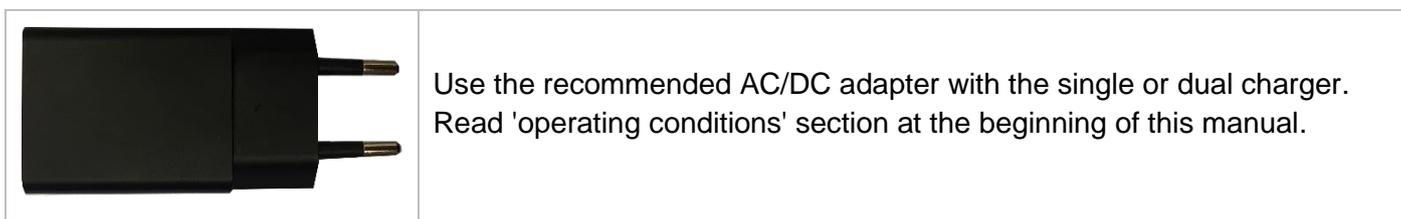


### 8.6.1 How to dock your phone on the desk support



Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, ...). The battery charging time is usually less than 3 hours. Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, ...).

## 8.7 Power supply



### Characteristics of the mains power adapter

- Input: 100-240V ~50/60Hz 200 mA.
- Output: 5.0V – 1000mA.

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.

## 8.8 Presentation of the battery pack

### 8.8.1 Autonomy of your telephone

On standby in the radio coverage zone.	Up to 100 hours when screensaver is activated. Up to 200 hours without screensaver.
In continuous conversation.	Up to 20 hours.

### 8.8.2 Initial charge

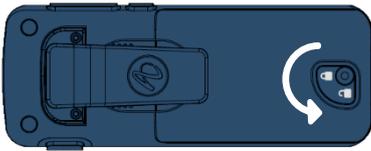
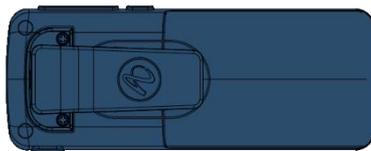
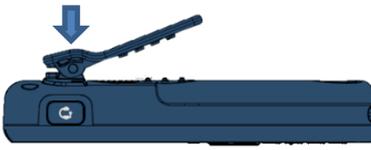
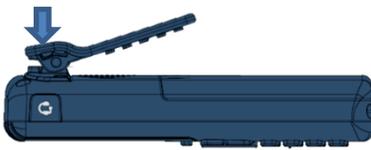
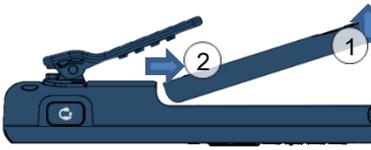
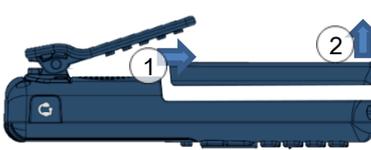
Place the telephone in the charging holder.	
	The battery is charging.
	The battery is charged.

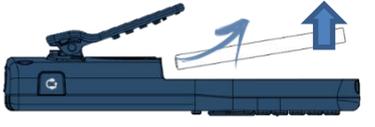
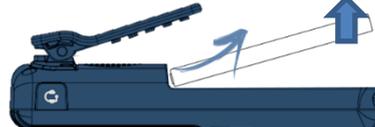
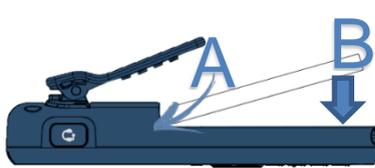
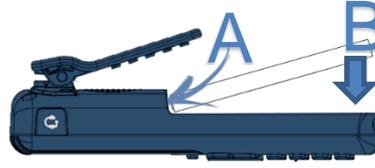
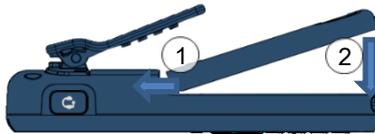
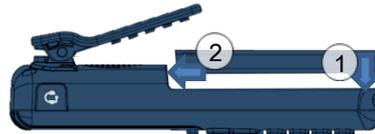
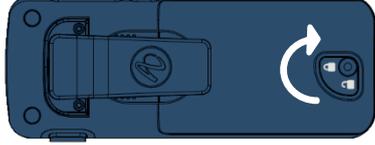
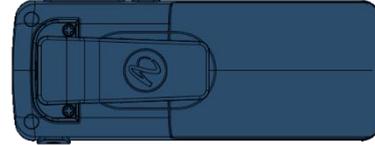
Maximum battery performance is only reached after around 10 charge/discharge cycles.  
These batteries contain polluting substances: do not dispose of them in a dustbin - take them to a specialized collection point.

### 8.8.3 Battery charge level

	> 66%
	33% - 66%
	10% - 33%
	< 10% When the battery charge level is lower than 5%, you can only receive calls.

### 8.8.4 Place or remove the battery in the telephone

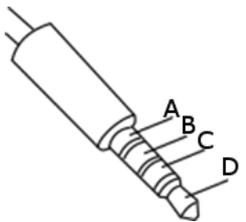
	8254 DECT Handset	8234 DECT Handset
The 8254 cover contains a lock to prevent it from opening, for example during a fall. First you have to unlock the cover. This step is not necessary for the 8234 DECT Handset.		
If the belt clip is installed, you must lift it up and maintain it in this position during the battery installation or replacement.		
Lift up the cover.		

<p>To remove the battery: Lift the battery out of the compartment.</p>		
<p>Inserting the battery:</p> <ul style="list-style-type: none"> <li>• Position the battery 'connectors' side as shown in the drawing (A).</li> <li>• Terminate the installation of the battery in its compartment by pressing as shown in the drawing (B).</li> </ul>		
<p>Replace the cover.</p>		
<p>If you are using a 8254 DECT Handset, please make sure that the lock is correctly positioned.</p>		

## 8.9 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.

The jack is protected by a cover. Lift the cover to plug in the jack connector. The jack connector is a 3.5 mm, 4-pole jack (TRRS standards: CTIA).

<p>Jack connector - CTIA standards</p>	
	<p><b>A Microphone</b>  <b>B Ground</b>  <b>C Audio (right)</b>  <b>D Audio (left)</b></p>

## 8.10 Cleaning and disinfecting your telephone

This chapter provides guidelines for cleaning or disinfecting Alcatel-Lucent Enterprise terminals to protect products and optimize performance. The final result will depend on each user's personal procedures, for which ALE cannot be held responsible.

- Wear gloves when cleaning products.
- Do not use harsh chemicals such as bleach, peroxide, acetone, ethyl acid, methyl chloride, ammonia, or multi-purpose cleaners to clean plastic, metal, rubber, or screen surfaces.
- Wipe products with a clean, dry, microfiber non-abrasive cloth.
- Spray cleaning solution on the cloth before cleaning the product.
- Use pre-moistened wipes or dampen (but do not wet) a soft sterile cloth with the approved agent. Never spray or pour chemical agents directly onto the device as the liquid may stain the product or seep inside and damage the hardware.
- Do not allow liquid to pool.
- ALE recommends using a 70% ethanol solution for all wired and wireless ALE terminals.
- Daily disinfection: Up to 5 disinfections per day.
- Extensive wiping during cleaning or disinfection may cause surface damage to the device.

ALE recommends assigning a dedicated wireless terminal to each employee rather than sharing shifts on terminals, as well as replacing the handset on wired terminals for each employee.

## 9 Technical specifications

	<b>8254 DECT Handset</b>	<b>8234 DECT Handset</b>
Height	126 mm (4.96 in)	118.9 mm (4.66 in)
Width	48.3 mm (1.89 in)	48.3 mm (1.89 in)
Depth	21 mm (7,87 in)	21 mm (7,87 in)
Weight	132 g (with battery and belt clip)	117 g (with battery and belt clip)
Color	Blue	Blue
Display	1.77 inch TFT color display with backlight, 128x160 pixels minimum (116 dpi), up to 65k colors	1.77 inch TFT color display with backlight, 128x160 pixels minimum (116 dpi), up to 65k colors
Operating conditions	-15° C to +55° C (5° F to 131° F)	-15° C to +55° C (5° F to 131° F)
Charging temperature	+5°C to +40°C (41°F to 104°F)	+5°C to +40°C (41°F to 104°F)

## 10 Ordering information

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This list is not exhaustive and may change at any moment.

8254 DECT Handset	3BN67370AA
8234 DECT Handset	3BN67378AA
82x4 DECT Handset desktop charger	3BN67371AA
82x4 DECT Handset dual desktop charger	3BN67372AA
82x4 DECT Handset belt clip	3BN67374AA
82x4 DECT Handset swivel clip	3BN67375AA
82x4 DECT Handset belt clip cover (box of 10)	3BN67376AA
8254 DECT Handset vertical pouch	3BN67373AA
8234 DECT Handset vertical pouch	3BN67379AA
Battery	3BN67332AA
Power Supply Europe	3BN67335AA
Power Supply WW	3BN67336AA
Firmware downloader tool	3BN67339AB

# 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).

Declaration of Conformity may be obtained from:

ALE International 32 avenue Kléber – 92700 Colombes, France  
ebg\_global\_supportcenter@al-enterprise.com

## EUROPE

This equipment is in compliance with the essential requirements and other relevant provisions of following Directives: 2014/53/EU (RED), 2011/65/EU (RoHS) and its amendment 2015/863 (EU).

## UK

This equipment is in compliance with the essential requirements of following regulations: Electrical Equipment (Safety) Regulations 2016, Electromagnetic Compatibility Regulations 2016, The Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012, The Ecodesign for Energy-Related Products and Energy Information (Amendment) (EU Exit) Regulations 2020.

## USA and Canada

Handset complies with Part 15 of the FCC Rules, with Innovation, Science and Economic Development Canada's licence-exempt RSS, with Part 68 of the FCC Rules and with IC CS-03 Part V of Industry Canada (FCC ID: T7HCT8234 IC ID: 4979BCT8234). The ACTA registration number is: T7HW4NANCT8234. Chargers comply 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.

For Europe/Australia:

- 8254 DECT Handset: the SAR value measured is equal to 0.05 W/kg (head SAR) / 0.05 W/kg (body SAR) (the globally accepted maximum limit being 2 W/kg over 10g).
- 8234 DECT Handset: the SAR value measured is equal to 0.035 W/kg (head SAR) / 0.024 W/kg (body SAR) (the globally accepted maximum limit being 2 W/kg over 10g).

For US/Canada:

- 8254 DECT Handset: the SAR value measured is equal to 0.05 W/kg (head SAR) / 0.05 W/kg (body SAR) (the globally accepted maximum limit being 1.6 W/kg over 1g).
- 8234 DECT Handset: the SAR value measured is equal to 0.04 W/kg (head SAR) / 0.02 W/kg (body SAR) (the globally accepted maximum limit being 1.6 W/kg over 1g).

## User Instructions

Only use the handset in temperatures between -15°C to +55°C (5°F to 131°F). Do not charge a battery when the ambient room temperature is above 40° C or below 5° C (above 104° F or below 41 °F). This apparatus is Hearing Aid Compatible (HAC).

## 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.

**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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8254 DECT Handset <sup>(1)</sup>

8234 DECT Handset

Phone description

1		<ul style="list-style-type: none"> <li>Make a call.</li> <li>Answer the call.</li> <li>Long press (feature depending on the system): redial last number or access the redial list.</li> <li>Switching between two calls (Broker call).</li> </ul>
2		<ul style="list-style-type: none"> <li>Switch off ringer.</li> <li>Hang up.</li> <li>Long press: switch on the phone / switch off the phone.</li> </ul>
3		<ul style="list-style-type: none"> <li>Access MENU.</li> <li>Back to homepage.</li> </ul>
4		<ul style="list-style-type: none"> <li>Return to previous menu.</li> <li>Erase a character.</li> <li>Delete an entire field.</li> </ul>
5		<ul style="list-style-type: none"> <li>Short press on OK key: confirm.</li> <li>Long press on OK key<sup>(2)</sup>: emergency call if alarms are configured.</li> <li>Left, right, up, down arrows: navigate.</li> <li>Down navigation key: access to personal directory.</li> <li>Access MENU: press the 'OK' key to directly open the menu associated with the status of the handset (depending on the selected status icon - voicemail, missed call, ringing...).</li> </ul>
6		<ul style="list-style-type: none"> <li>Fixed softkeys. The following icons are displayed depending on the status of the handset. Select the corresponding softkey to access the feature.</li> </ul>
		<ul style="list-style-type: none"> <li>Short press: access the company directory (access the dial by name feature).</li> </ul>
		<ul style="list-style-type: none"> <li>Long press: identify the terminal you are on.</li> </ul>
		<ul style="list-style-type: none"> <li>Long press in idle state: lock/unlock the phone.</li> </ul>
		<ul style="list-style-type: none"> <li>In communication mode: activate/deactivate the mute feature (short press). No feature is associated with this key in idle mode.</li> </ul>
		<ul style="list-style-type: none"> <li>Short press in idle state: access the ringer and vibrate adjustment feature.</li> <li>Long press in idle state: activate/deactivate vibrate feature <sup>(1)</sup>.</li> </ul>
		<ul style="list-style-type: none"> <li>Short press during incoming call (ringing): answer the incoming call in loudspeaker mode.</li> <li>Short press during communication: activate/deactivate the loudspeaker.</li> </ul>
7		<ul style="list-style-type: none"> <li>Long press (features depending on the system): access the DTMF feature during a conversation.</li> </ul>
8		<ul style="list-style-type: none"> <li>Short press: increase the volume of the ring tone during an incoming call (4 steps) or increase the volume of the earpiece or loudspeaker during a conversation (8 steps).</li> <li>Long press in conversation: activate/deactivate the loudspeaker.</li> </ul>

9		<ul style="list-style-type: none"> <li>Short press: decrease the volume of the ring tone during an incoming call (4 steps) or decrease the volume of the earpiece or loudspeaker during a conversation (8 steps).</li> <li>Long press during communication: activate/deactivate the mute feature.</li> </ul>
10 8254		<ul style="list-style-type: none"> <li>The behavior of this key depends on the system configuration.</li> <li>If alarms are configured: long press or press twice: emergency calls; Short press in idle state: press on this key to light up the screen when the phone is in idle state.</li> <li>If alarms are not configured: Long press in idle state: lock/unlock keypad. Short press in idle state: press on this key to light up the screen when the phone is in idle state.</li> </ul>
10 8234		<ul style="list-style-type: none"> <li>Long press: lock/unlock keypad.</li> <li>Short press: press on this key to light up the screen when the phone is in idle state.</li> </ul>
11		<ul style="list-style-type: none"> <li>3.5 mm, 4-pole jack (TRRS standards: CTIA).</li> </ul>
12	LED	<ul style="list-style-type: none"> <li>Green steady: the phone is on the charger and the battery is fully charged.</li> <li>Red steady: the phone is on the charger and the battery is charging.</li> <li>Slow orange flashing: telephonic event such as unread message, missed call, etc.</li> <li>Rapid orange flashing: incoming call.</li> <li>Slow Red flashing: out of coverage.</li> <li>Rapid red flashing: low battery warning (low battery is signaled when battery level reaches 10%). Put the handset on its charger.</li> <li>Rapid color changing: upgrade version (Flashing).</li> </ul>
13		<ul style="list-style-type: none"> <li>Clip to hook your phone on your belt. You can remove the clip and use a cover instead.</li> </ul>
14		<ul style="list-style-type: none"> <li>The battery cover. The 8254 cover contains a lock to prevent it from opening, for example during a fall.</li> </ul>
15		<ul style="list-style-type: none"> <li>Wideband earpiece.</li> </ul>
16		<ul style="list-style-type: none"> <li>Wideband microphone.</li> </ul>

<sup>(1)</sup> The previous model of the 8254 DECT Handset does not have a red alarm key but a lock key. In this case, the behavior of the lock key is the same as the red alarm key if the firmware is updated <sup>(2)</sup> Only available on the 8254 DECT Handset <sup>(3)</sup> Depending on the handset's settings.

Charging your telephone battery

Place the handset into the support facing you. If you have a dual charger and a spare battery, place a spare battery pack in the back slot, charging contacts down. Push the spare battery forward and downward under the clip to keep it on charge. Plug the USB cable into the AC/DC adaptor. Plug the AC/DC adaptor into the mains power supply. The AC/DC adaptor is not provided with the set. Please contact your provider for a recommended AC/DC adaptor. Depending on the configuration of the handset, a beep is emitted when charging begins. The battery status icon flashes and the LED lights up. 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 usually less than 3 hours. Charging time depends on the power source where the cable USB is plugged (computer, AC/DC adapter, ...). The charging time for the spare battery is usually 6 hours.

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.
	New missed call(s).
	Vibrate mode active.
	Ringer active.
	Ringer disabled.
	Progressive ringing enabled.
	Loudspeaker on (in conversation).
	Mute on (in conversation).
	Telephone locked.
	Call diversion activated.
	Appointment programmed.
	Radio reception quality - Normal power mode.
	Radio reception quality - 50 mW Power mode.
MENU icons	
	Access MENU. It provides access to all the functions available on your system.
Icons depend on the connected system. Some icons may not be displayed on your phone. All icons are described in their unselected state. When selected, the icons are displayed in white on a blue background.	
	Manage your personal directory and access the company directory.
	Call back one of the last numbers dialed.
	Divert your calls to voicemail or another number. Cancelling all forwards.
	Consult and send voice and text messages.
	Access the general settings of the phone (audio settings, keys, screensaver, dock settings, language, select system, reset settings, status).
	Access the services configuration of the handset (associate, overflow, password, name, number, etc.).
	Choice of language.
	Ringing setting.
	Programming an appointment reminder.

	Access the log of all incoming and outgoing calls.
	Lock/unlock the set.
	Installation (password protected).
The following menu is only available on the 8254 DECT Handset:	
	Alarm settings menu (password protected).
Call icons	
	Making a call. The example is given for the first call (line 1).
	Receiving a call. The example is given for the first call (line 1).
	Call on hold. The example is given for the first call (line 1). When you make a second call, your first contact is put on hold.
	Sending text message if internal number is busy.
	Reading messages.
	Accessing the directories.
	Transferring a call.
	Switching to DTMF signals.
	Setting up a conference.
	Immediate forwarding.
	Forwarding calls to your voice message service.
	Conditional forwarding.
	Canceling forward.
	Absence message.
	Parking an external communication.
	Call duration and cost.
	Additional options (features depending on the system).
	Programming your telephone.
	Cancel enquiry.
Features	
Answer the call.	
Redialing (Long press).	
Send the call.	
Switching between two outgoing calls.	
Ignore the 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 external missed calls.	
Consulting internal missed calls.	
Consulting text messages. Sending text messages.	
Consulting your voice mailbox. Sending a recorded message to a number or a distribution list.	
Consult callback request.	
Redialing.	
Divert your calls to another number.	
Diverting calls to your voice mailbox.	
Different types of diversions.	
Automatic Message if no reply.	
Cancelling all forwards.	
Transferring a call.	
Setting up a conference.	
Switching to DTMF signals.	
Modifying your personal code.	
Choice of language.	
Choose the tune.	
Adjusting the ringer volume.	
Access the ringer and vibrate adjustment feature.	
Your phone number (long press).	
Programming an appointment reminder.	
Locking features on your terminal.	
Define an overflow number.	
Define an associate number.	
Access the handset settings menu (Device info, Coverage warning, Security, ...).	