Avaya 4027, 4070, and 4075 DECT Handsets User Guide

Avaya Communication Server 1000

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Contents

Welcome to Avaya 4027, 4070, 4075 DECT Handsets

Avaya Digital Enhanced Cordless Telecommunications (DECT) 4027, 4070, and 4075 DECT Handsets are cordless phones with enhanced features suitable for office use. The handsets include a single-press SOS key used to make one-touch calls or send messages to a particular contact number.

The Avaya 4070 and 4075 DECT Handset offer a text-messaging facility to send and receive messages. The messaging feature is not available on the 4027 DECT Handset. The 4075 DECT Handset offers all of the features of the 4070 DECT Handset, as well as Mandown and an LED Indicator. The 4075 DECT Handset also offers IP54 protection and has a changeable battery that uses inductive charging technology.

Avaya 4027, 4070, 4075 DECT Handsets are compatible both with traditional DECT system (based on DMC cards) and with the SIP DECT solution.

> *Note:* This User Guide is applicable to handset software release 2.00 or later. On Avaya 4027 and 4070 DECT Handsets with an earlier software version, some of the described features are not available. To determine the software release installed on your handset, see "Viewing information" (page 173).

Basic information about your handset is described in the following sections:

*   "Feature overview" (page 13)
*   "Regulatory and safety information" (page 14)
*   "Safety precautions" (page 16)

Feature overview

You can use your Avaya 4027, 4070, 4075 DECT Handsets to perform the following tasks:

- send and receive messages (4070 and 4075 DECT Handsets only)

- configure audio and display settings

- create daily and recurrent alarms

- use the calculator and stopwatch

If you use your handset with Avaya SIP DECT, the following additional features are available:

- automatic update of the time and date settings when switching on the handset

- send and receive messages without DECT Messenger (4070 and 4075 only)

- individual ring melodies to distinguish between internal and external calls

- central directory

Regulatory and safety information

Read the following information before you use your Avaya 4027, 4070, and 4075 DECT Handset.

	CAUTION Like all cordless telephones, this handset uses radio signals, which do not guarantee a connection under all circumstances. Do not rely exclusively on cordless telephones when making indispensable calls (such as medical emergencies).

C E

This device complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC, the Restriction of Hazardous Substances (RoHS) 2002/95/EC, and the WEEE Directive 2002/95/EC.

You can obtain a copy of the Declaration of Conformity from Avaya using the following Web page:

http://www.avaya.com/support

Avaya 4027 Wireless DECT Handset PTC 207/08/079
Avaya 4070 Wireless DECT Handset PTC 207/08/080
Avaya 4075 Wireless DECT Handset PTC 207/10/005
PTC Notice for New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

Avaya 4027 and 4070 DECT Handsets comply with IP50, Avaya 4075 DECT Handset complies with IP54, according to IEC 60 529. Use only in countries where authorized.

Declaration of Conformity
Hereby, Avaya declares that the Avaya 4027, 4070, 4075 DECT Handsets are in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

This equipment complies with EMC requirements of Class B.

Safety precautions

Observe the following safety precautions before you use your handset.

	CAUTION
⚠	Modifications to this equipment not approved by Avaya can make this equipment noncompliant with the applied requirements.
	Avaya recommends that you use only compatible headsets.

WARNING
Do not open the handset when it is switched on or connected to the charger; doing so can expose you to high voltage. Only authorised service personnel must perform repairs.

Do not dispose of defective or used batteries in municipal waste. Return old batteries to the battery supplier, a licensed dealer, or a designated collection facility. Do not destroy batteries.

Do not remove, install, or charge batteries in hazardous environments (such as explosive environments), hospitals or vehicles.

If your interior handset becomes wet, do not use a blow dryer or oven to dry it. Switch off the handset, remove the battery, shake out excess liquid from the handset, and let it dry for 72 hours at room temperature.

CAUTION
The handset product contains a magnet. Do not allow metallic objects to come in contact with the magnet, because that can deteriorate audio quality and damage the handset. Do not allow the charger and the battery to come into contact with conductive objects, such as keys, paper clips, rings, or bracelets.

Keep the handset at least 10 centimeters away from other electronic equipment.

WARNING
Keep the charger, handset, and accessories out of reach of small children.

Getting started

This section describes the tasks you must complete before you use your handset.

Use the following information to prepare your handset for use, and to familiarize yourself with the operation of the handset:

- "Installing the MEM card and Bluetooth wireless module" (page 18)
- "Installing the battery pack (4027 and 4070 only)" (page 18)
- "Installing the charger" (page 20)
- "Charging the batteries" (page 22)
- "Charge display" (page 25)
- "Switching the handset on or off" (page 26)
- "Display areas" (page 26)
- "Handset controls" (page 35)

Installing the MEM card and Bluetooth wireless module

If your handset is supplied with a MEM card or Bluetooth® wireless technology module, see the following sections:

- "MEM card installation and removal" (page 231)
- "Bluetooth wireless technology module installation" (page 234)

Installing the battery pack (4027 and 4070 only)

You must install the battery pack before you can use your handset. The battery compartment is on the back of the handset as shown in Figure 1.

Figure 1: Battery pack
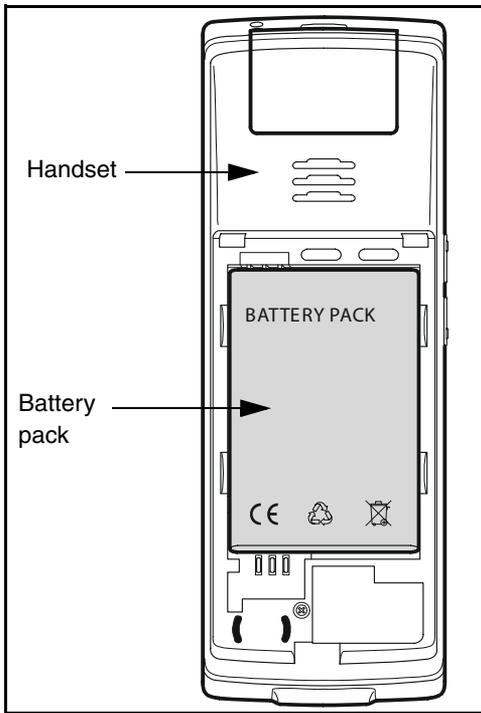
To install a battery pack in your handset, perform the following steps:

1. Place the handset face down on a flat surface.
2. Remove the battery compartment cover.
3. Push the battery pack into the casing as shown in Figure 2.
4. Press the battery pack down until it locks.
5. Replace the battery cover.

Figure 2: Installing the battery pack

Handset

Battery
pack

BATTERY PACK
FOR 4027/4070
3.7v 650 mAh Li-ion
- Do not disassemble,
customize or shortcircuit
- Do not place battery in
fire or heat the battery

CAUTION:
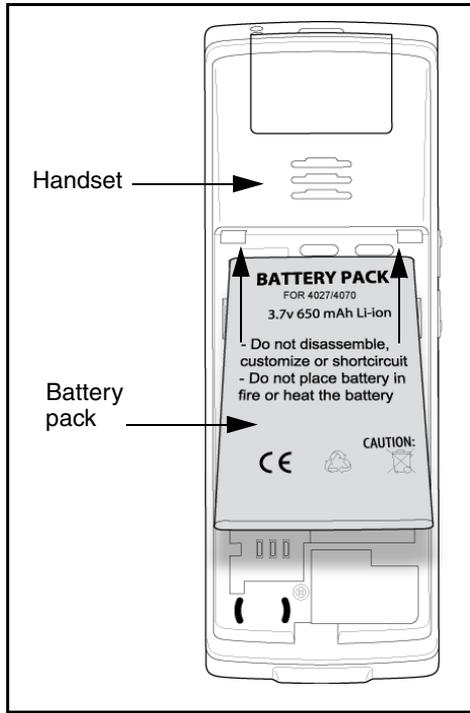
Installing the charger

To install the charger, perform the following steps:

1. Place the charger on a flat surface.

2. Connect the AC adapter cable to the terminal on the bottom of the charger.

3. Connect the adapter to an electrical outlet.

4. Place the handset on the charger as shown in Figure 3.

   Note: (4075 only) The Avaya 4075 DECT Handset charger has a slot that you can use to charge a battery pack without having the battery pack installed in the phone. See "Charging the battery pack (4075 only)" (page 229) for more details.

Figure 3: Installing the charger

Avaya 4027/4070 DECT Handsets   Avaya 4075 DECT Handset
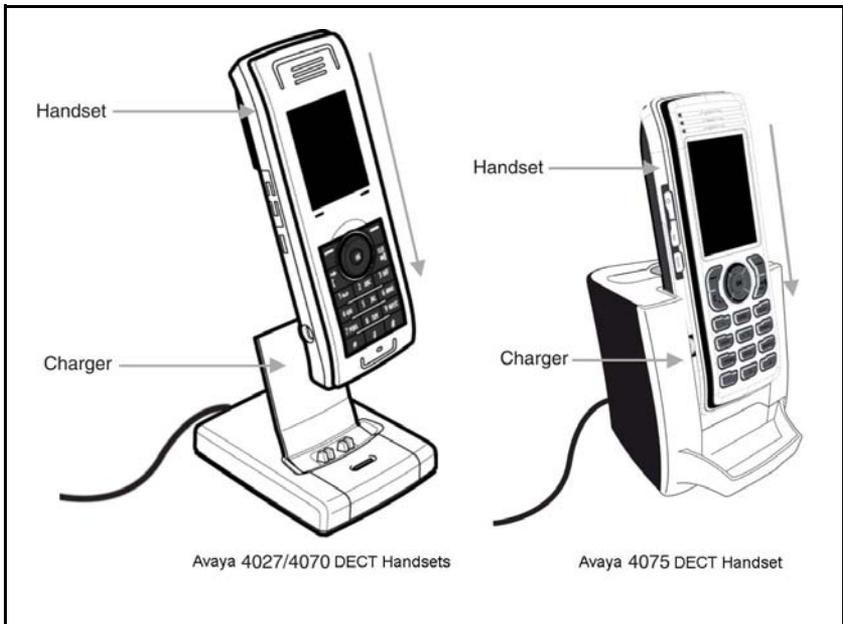
Charging the batteries

Place the handset in the charger as shown in the following figure.

Figure 4: Handset installed on charger
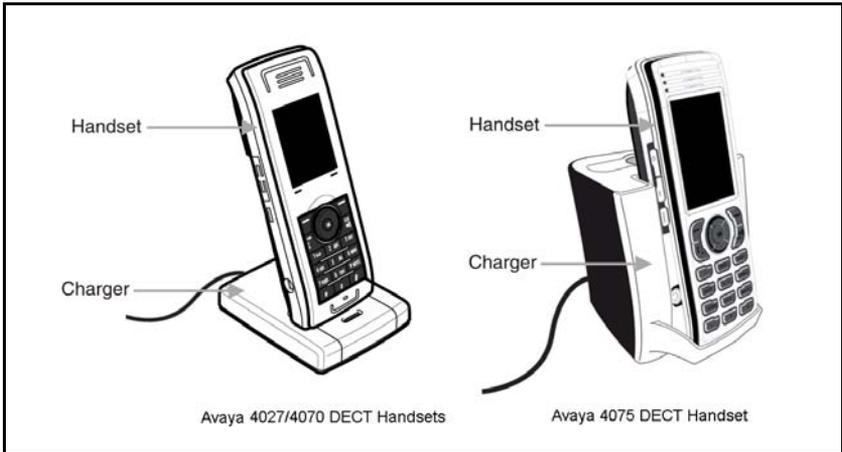
	CAUTION The batteries become hot during the charge cycle.

Attention: The handset, if switched off, automatically switches on when placed in the charger.

Important battery information

Use the battery pack only as directed. Heat or cold reduces the performance and service life of the batteries. Handsets with hot or cold batteries can become temporarily out-of-service, even if the batteries are

fully charged. Charge the batteries only using the DECT Handset charger supplied with the handset.

Attention: Use a CPC N0162957 charger if you have an Avaya 4027 or 4070 DECT Handset, and a CPC N0206072 charger if you have an Avaya 4075 DECT Handset.

Charging guidelines

Observe the following when you charge your handset:

• Charge the battery for at least 6 hours before you use the handset for the first time. This protective measure extends the service life of the batteries.

   Note: The batteries attain maximum power output only after several charging and discharging cycles.

• Do not leave the handset inserted into the charger for more than 30 days without using it.

• You can charge and discharge the batteries hundreds of times, but eventually they wear out. If the operating time (talk and standby time) becomes significantly shorter than usual, replace the batteries.

• To maintain optimum operating time, periodically discharge the batteries by leaving the handset off the charger and switched on, until the handset switches itself off. Use only this method to discharge the batteries. If you want to accelerate the discharge of the battery, you can enable the display. For more information about configuring power save, see "Configuring Power save" (page 195).

   Note: Extreme temperatures influence the charging capability of the batteries.

Charging and operating times

Discharged batteries require 6 hours to completely recharge. Completely charged batteries provide the handset with approximately 8 hours of talk time and 100 hours of standby time.

⚠	**WARNING** Use only the batteries that Avaya provides or authorises. Charge the batteries only using the supplied charger. Do not replace the batteries in potentially explosive environments, such as rooms where flammable liquids or gasses are present. Do not dispose of batteries in a fire. Recycle or dispose of batteries in accordance with local regulations.

⚠	**WARNING** You must charge your handset before you reset the handset time and date. Every time you remove the battery pack or switch the handset off it loses the time and date information; you must manually reset it after you reinstall the battery pack or switch the handset off and on. If your system provides the date and time information to DECT Handsets, the date and time settings update automatically when you switch on the handset. Contact your system administrator to determine if you can use this feature.

Attention: Your handset displays the battery status accurately after charging for at least 6 hours.

Attention: You must have a mains connection to operate the charger.

	CAUTION Do not install the charger, handset, and accessories in the following locations: • near water, moisture, sources of heat, or direct sunlight • near devices that generate strong magnetic fields, including electrical appliances, fluorescent lamps, computers, radios, televisions, and fax or telephone terminals • in locations where the handset can be covered or where excessive dust is present, or in areas subject to vibration, shock, or extreme temperature fluctuations • in locations with poor ventilation

	CAUTION Use only the plug-in AC adapter and battery type supplied, and use only approved accessories. Ensure the mains voltage of the adapter matches the local mains voltage. Do not use AC adapters that are visibly damaged (cracked or broken) and keep the ventilation slits on the AC adapters free from obstruction.

Attention: The handset, if switched off, automatically switches on when placed in the charger.

Charge display

A battery charge status symbol appears on the display. When the battery is nearly discharged, the battery charge status symbol flashes and a warning tone sounds. If you are on a call when this happens, the handset switches off after approximately 3 to 5 minutes. If you are not on a call and the handset is not in the charging station, the message "*Battery empty"* appears on the display. You cannot make calls while this message appears.

The following table shows the battery charge status icons.

Table 1: Battery charge status icons

Icon	Description
	empty
	less than 33%
	more than 33% and less than 75%
	more than 75%

Note: (4075 only) You can configure the LED indicator to flash when the handset battery is low. When you place the handset on the charger, the LED indicator turns off. See "Configuring the LED Indicator (4075 only)" (page 164) for more details.

Switching the handset on or off

To switch your handset on or off, perform the following step:

1. Long press the **Clr** key to switch your handset on or off.

Display areas

The Avaya 4027, 4070, 4075 DECT Handsets include a Liquid Crystal Display (LCD), and the 4070 and 4075 DECT include a backlit dialpad.

The Avaya 4075 DECT Handset also includes an LED indicator above the display area, to the left of the speaker.

The display is divided into the following three areas:

• "Icon line" (page 27)

The following figure shows the various areas of the display.

Figure 5: Handset display

Icon line

Dialogue area

Soft key line
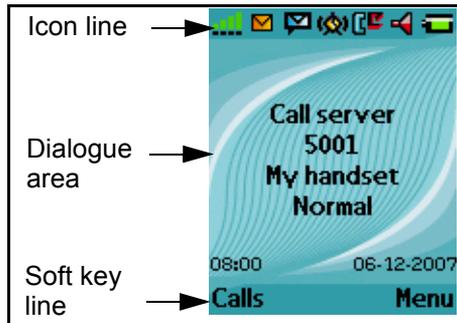
Icon line

The icon line displays the status of the handset. The icons for the level of radio signal and battery charge status always appear in the icon line. Other icons appear only when the corresponding functions are active.

The following table shows the icons in the icon line.

Table 2: Icon line icons

Icon	Description
	Level of radio signal
	Bluetooth wireless connection status (only for 4070 and 4075 DECT Handsets) See Table 18 for Bluetooth wireless connection status icons.

Table 2: Icon line icons

Icon	Description
	New text message received ___ ***Attention:*** This icon, if active, appears in place of the Bluetooth wireless connection icon. ___
	Voice message waiting indication
	Dialpad locked
	Activated alarm ___ ***Attention:*** This icon, if active, appears in place of the Dialpad locked icon. ___
	Missed calls
	Ringer deactivated
	Caller filter (only for Avaya 4070 and 4075 DECT Handsets) ___ ***Attention:*** This icon, if active, appears in place of the Ringer deactivated icon. ___
	Battery charge status. See Table 1 for Battery status icons.

Dialogue area

The Dialogue area is the main area of the handset display. The information that appears in the Dialogue area varies according to the operational mode of the handset.

Idle mode

In Idle mode, the following information appears in the dialogue area:

• the name of the DECT system

• the Directory Number (DN) of the handset

• the handset name (if configured)

• the name of the active profile

• the time and date

If you leave the range of the DECT system, the message "No Network" appears.

The following figure shows the handset in Idle mode.

Figure 6: Idle mode
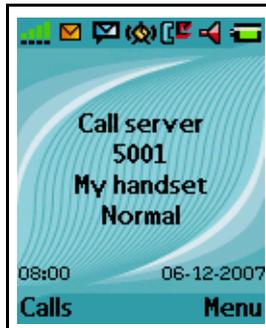
For more information about key functions, see "Key functions in Idle mode" (page 36).

Call mode

In Call mode, the following information appears in the dialogue area:

- the number and name (if available) of the calling party for an incoming call

- the number and name (if added to your contacts list) of the called party for an outgoing call

- the loudspeaker icon (if enabled)

- the microphone muted icon (if muted)

The following table shows the icons that can appear in the dialogue area when in Call mode.

Table 3: Dialogue area icons

Icon	Description
	Incoming call
	Outgoing call
	Loudspeaker on
	Microphone muted while loudspeaker on
	Microphone muted while loudspeaker off

For more information about key functions associated with the icons in the preceding table, see "Key functions in Call mode" (page 38).

Dialogue mode

In Dialogue mode, icons or information appear in the Dialogue area according to the operational mode of the handset

The following figure shows the Missed call(s) page.

Figure 7: Missed call(s) page
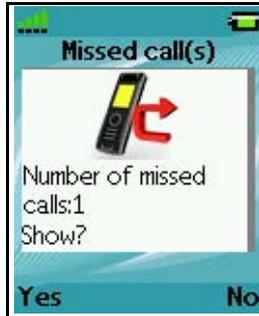
For more information about key functions, see "Key functions in Dialogue mode" (page 40).

Menu mode

In Menu mode, menu items (entries) or menu sections appear in the dialogue area.

The following figure shows the Main menu.

Figure 8: Main menu

The following figure shows the General settings menu.

Figure 9: General settings menu
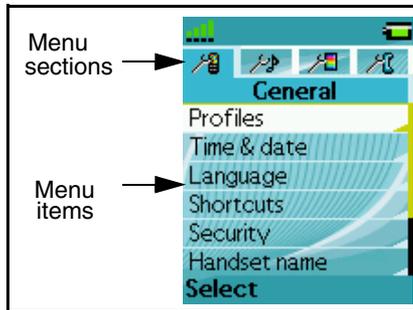
For more information about key functions see "Key functions in Menu mode" (page 40).

Edit mode

In Edit mode, you can use the dialogue area to enter and edit digits (numbers, date, time, or PIN) and text.

The following figure shows the Contacts name editing page.

Figure 10: Contacts name editing page

The following figure shows the Contact number editing page.

Figure 11: Contacts number editing page

The following figure shows the appointment Start date editing page.

Figure 12: Appointment Start date editing page

For more information about key functions, see "Key functions in Edit mode" (page 41).

Soft key line

Soft keys appear below the handset dialogue area. The key functions change automatically according to the operational state of the handset. For example, when the handset is in idle mode, you can press the **Menu** soft key, as shown in Figure 5, to access the Main menu.

LED indicator (4075 only)

An LED indicator appears to the left of the speaker on the Avaya 4075 DECT Handset. This indicator can flash red, green, or orange. Red

signals a high-priority event, green a medium priority event, and orange a low-priority event.

You can assign one of the following events to each priority level:

- Missed calls
- Text messages
- Voice messages
- Text and voice messages
- Mandown
- Low battery

For an example of event assignments, see the following table:

Table 4: Example event assignments

Priority	LED Colour	Example event assignment
High	Red	Low battery
Medium	Green	Missed call
Low	Orange	New message

With these example assignments in place, the following can occur:

- If you miss a call, the LED indicator flashes green.
- When the LED indicator is flashing green to indicate a missed call, and a new message arrives, the LED indicator continues to flash green because green signal events have a higher priority than orange signal events.
- When the LED indicator is flashing green to indicate a missed call, and the battery becomes low on charge, the LED indicator flashes red because red signal events have a higher priority than green signal events.

The LED indicator priorities are permanently assigned (red always indicates high priority, green medium, and orange low). LED indicator

priorities do not control the order in which the dialogs for the corresponding events appear on the display.

See for more details.

Handset controls

Use the following figure to familiarise yourself with the handset display and keys.

Figure 13: Handset controls
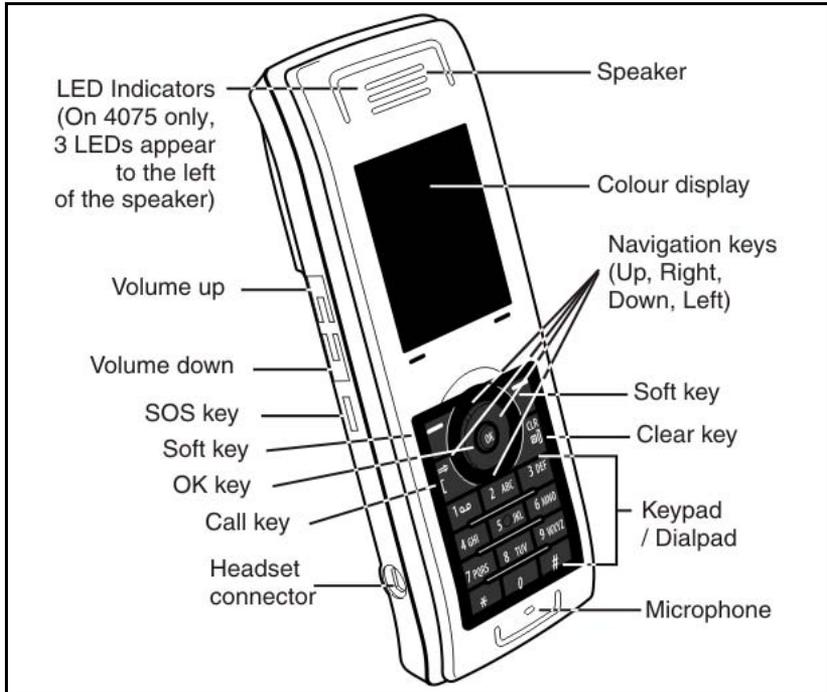
This section describes the following components and functions of your Avaya 4027, 4070, or 4075 DECT Handset:

-
-

Key functions in Idle mode

The following table describes the handset key functions in Idle mode.

Table 5: Keys functions in Idle mode

Key		Description
Left soft key		Press the **Calls** soft key to access the **Calls** menu.
Right soft key		Press the **Menu** soft key to access the **Main** menu.
Up key		Press the programmable **Up** navigation key to access the shortcut assigned to that key. The default shortcut assigned is the **Contacts** menu.
Down key		Press the programmable **Down** navigation key to access the shortcut assigned to that key. The default shortcut assigned is the **Central Directory** menu.
Left key		Press the programmable **Left** navigation key to access the shortcut assigned to that key. The default shortcut assigned is the **Messaging** menu.
Right key		Press the programmable **Right** navigation key to access the shortcut assigned to that key. The default shortcut assigned is the **Profile** menu.

Table 5: Keys functions in Idle mode (Continued)

Key		Description
OK key		Press the **OK** key, and then the **Lock** or **Unlock** soft key to lock or unlock the dialpad.
Call key		Press the **Call** key to initiate a call.
Clear key		Long press the **Clr** key to switch your handset on or off.
SOS key		Long press the **SOS** key to make an emergency call (if configured). *Attention:* You can make an emergency call using the **SOS** key even if the dialpad is locked.
1–9		• Press the **1**–**9** keys to enter predial mode. • Long press the **1**–**9** keys to speed dial a number (if configured).
0		Press the **0** key to enter predial mode.
*		• Press the ***** key to enter predial mode. • Long press the ***** key to enter a comma to indicate a pause when you edit a number.

Table 5: Keys functions in Idle mode (Continued)

Key		Description
#	#	• Press the **#** key to enter predial mode. • Long press the **#** key to switch between the current active profile and the Silent profile.

For more information about Idle mode, see "Idle mode" (page 29).

Key functions in Call mode

The following table describes the handset key functions in Call mode.

Table 6: Key functions in Call mode

Key		Description
Left soft key		• Press the **Spk on** or **Spk off** soft key to turn the loudspeaker on or off during a call. • Press the **Silence** soft key to mute the ringer for an incoming call.
Right soft key		• Press the **Mute** soft key to mute the microphone during a call. • Press the **Reject** soft key to reject an incoming call.
Up key		Press the **Up** navigation key to access the **Contacts** menu.
Down key		Press the **Down** navigation key to access the **Central Directory** menu (available only if provided by your communication system).

Table 6: Key functions in Call mode (Continued)

Key		Description
OK key	OK	• Press the **OK** soft key to turn the loudspeaker on or off during a call. • Press the **OK** key to answer an incoming call in handsfree mode (using the loudspeaker).
Call key	R [	Press the **Call** key to place the established call on hold (and access a dial tone if only one call is active) or to switch between calls if more than one call is active.
Clear key	CLR 回]	Press the **Clr** key to end a call.
Volume up key	+ ▭	Press the **Volume up** key to increase the handset volume during a call. A beep sounds when you reach the Max volume level.
Volume down key	▭ ▬	Press the **Volume down** key to decrease the handset volume during a call. A beep sounds when you reach the Min volume level.
0–9,*,#	1 oo 2 ABC 3 DEF 9 WXYZ * #	Press the **0–9,***, or **#** key to enter digits,*, or #.
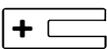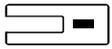
For more information about Call mode, see "Call mode" (page 29).

Key functions in Dialogue mode

The following table describes the handset key functions in Dialogue mode.

Table 7: Key functions in Dialogue mode

Key		Description
Left soft key		Press the **Left** soft key to select the item marked in the display.
Right soft key		Press the **Right** soft key to select the item marked in the display.
Clear key	CLR	Press the **Clr** key to exit Dialogue mode.
SOS key		Long press the **SOS** key to make an emergency call (if configured).

For more information about Dialogue mode, see "Dialogue mode" (page 31).

Key functions in Menu mode

The following table describes the handset key functions in Menu mode.

Table 8: Key functions in Menu mode

Key		Description
Left soft key		Press the **Left** soft key to select the item marked in the display.
Right soft key		Press the **Right** soft key to select the item marked in the display.
Up key		Press the **Up** key to position the cursor.

Table 8: Key functions in Menu mode (Continued)

Key		Description
Down key		Press the **Down** key to position the cursor.
Left key		Press the **Left** key to position the cursor.
Right key		Press the **Right** key to position the cursor.
Clear key	CLR	• Press the **Clr** key to cancel the current action and to return to the previous menu. • Long press the **Clr** key to return to Idle mode.
SOS key		Long press the **SOS** key to make an emergency call (if configured).

For more information about Menu mode, see .

Key functions in Edit mode

The following table describes the handset key functions in Edit mode.

Table 9: Key functions in Edit mode

Key		Description
Left soft key		Press the **Left** soft key to select the item that is currently highlighted.
Right soft key		Press the **Right** soft key to select the item that is currently highlighted.

Table 9: Key functions in Edit mode (Continued)

Key		Description
Up key		Press the **Up** key to position the cursor.
Down key		Press the **Down** key to position the cursor.
Left key		Press the **Left** key to position the cursor.
Right key		Press the **Right** key to position the cursor.
Clear key		• Press the **Clr** key to cancel the current action and to return to the previous menu. • Long press the **Clr** key to return to Idle mode.
SOS key		Long press the **SOS** key to make an emergency call (if configured).
1		• Press the **1** key one or more times to enter the digit (for example, to enter a number, date, time, or PIN). • Press the **1** key one or more times to enter a special character. For more information, see "Key functions in text mode" (page 44).

Table 9: Key functions in Edit mode (Continued)

Key		Description
2–9	2 ABC 9 WXYZ	• Press the **2–9** keys to enter the digits (for example, to enter a number, date, time, or PIN). • Press the **2–9** keys one or more times to enter a letter. For more information, see "Key functions in text mode" (page 44).
0	0	• Press the **0** key to enter the digit (for example, to enter a number, date, time, or PIN). • Press the **0** key one or more times to insert a space or a punctuation mark. For more information, see "Key functions in text mode" (page 44).
*	*	• Press the ***** key one or more times to enter a special character. For more information, see "Key functions in text mode" (page 44). • Long press the ***** key to enter a comma when you edit a number. The comma indicates a pause.

Table 9: Key functions in Edit mode (Continued)

Key		Description
#		Press the **#** key to switch between modes: • mode "abc": enter lowercase characters • mode "Abc": enter an uppercase character followed by lowercase characters • mode "ABC": enter uppercase characters • mode "123": enter digits

You can use your handset keys to enter a number, symbol, or character in text mode.

The following table shows the keys you can press, (when the handset is in text mode) to insert letters, numbers, or symbols.

Table 10: Key functions in text mode

Key	Uppercase	Lowercase
1	1 £ $ ¥ € @ % & # § ^	1 £ $ ¥ € @ % & # § ^
2	A B C 2 Æ À Á Â Ä Å Ç	a b c 2 æ à á ä å ç
3	D E F 3 È É Ê Ë	d e f 3 è é ê ë
4	G H I 4 Í Î Ï	g h i 4 í î ï
5	J K L 5	j k l 5
6	M N O 6 Œ Ó Ô Ö Ø	m n o 6 œ ó ô ö ø
7	P Q R S 7 Š ß	p q r s 7 š ß
8	T U V 8 Ù Ú Û Ü	t u v 8 ù ú û ü
9	W X Y Z 9 Ÿ Ž	w x y z 9 ÿ ž

Key	Uppercase	Lowercase
0	(space) . , ? ! 0 : ¿ ¡ " ' ; _ ~	(space) . , ? ! 0 : ¿ ¡ " ' ; _ ~
*	* / + - = ( ) < > { } [ ] | \	* / + - = ( ) < > { } [ ] | \

Locking or unlocking the dialpad

Use the dialpad Lock feature to prevent accidental operation of the handset. When the Lock feature is active and you receive an incoming call, the dialpad temporarily unlocks so you can answer the call. The Lock reactivates when you terminate the call.

To lock the dialpad, perform the following step:

Attention: You can dial 911 or 112, or use the SOS key, when the dialpad is locked.

OK   1.   Press the **OK** key to toggle between the **Calls** soft key and the **Lock** soft key.

Lock   2.   Press the **Lock** soft key.

To unlock the dialpad, perform the following step:

OK   1.   Press the **OK** key

Unlock   2.   Press the **Unlock** soft key within three seconds.

Attention: The **Unlock** soft key is available for only three seconds after you press the **OK** key.

To configure automatic dialpad Lock, see "Automatic dialpad lock" (page 167).

DECT system configuration

Use the information in this section to configure your DECT handset to work with a DECT system.

This section describes the following tasks:

- "Accessing the Connectivity menu" (page 46)
- "Subscribing the handset to a DECT system" (page 47)
- "Manually selecting the DECT system" (page 49)
- "Enabling automatic DECT system selection" (page 50)
- "Deregistering the handset" (page 51)
- "Editing the system name and phone number" (page 51)

For more information about using the handset controls, see "Handset controls" (page 35).

Accessing the Connectivity menu

To access the Connectivity menu, perform the following steps:

Menu	1. Press the **Menu** soft key to access the **Main** menu.
	2. Press the **Up** or **Down** key to highlight the **Settings** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Left** or **Right** key to highlight the **Connectivity** menu.

Subscribing the handset to a DECT system

You must subscribe the handset to at least one DECT system before you can use the handset to make a call. The handset can operate with a maximum of four DECT systems, for which the handset stores the name of the system in a subscription record. Whenever the handset enters the range of a subscribed DECT system, the name of the system appears on the handset display.

Attention: If your supplier preinstalls the handset, you need not subscribe your handset to a system. When the handset is not yet subscribed to a system, the message "Register" appears.

Use the PABX-PIN code to register the handset with a DECT system.

Before you subscribe to a DECT system, obtain the following information from your system administrator:

• PARK code: A system ID that enables your telephone to differentiate between DECT systems when more than one DECT system is present.

• DECT system name: The name of the system to which you subscribe. After you enter the system name, it appears on the idle display.

• Phone number: The local phone number assigned to your DECT handset.

Attention: Once you have obtained your PIN code, you have 15 minutes to subscribe the handset. After 15 minutes have elapsed, the PIN code is deactivated you must activate a new one.

To subscribe your handset to a DECT system, perform the following steps:

1. Open the **Connectivity** menu as shown in "Accessing the Connectivity menu" (page 46).

Register

2. Press the **Up** or **Down** key to highlight the **Register** option.

Select

3. Press the **Select** soft key to start the registration process.

Empty

4. Press the **Up** or **Down** key to choose one of the following:
   If the handset is subscribed to fewer than four systems, choose **Empty**
   OR
   If the handset is already subscribed to four systems, choose the name of the system to overwrite.

Select

Yes

5. Press the **Select** soft key, and then press the **Yes** soft key if you want to overwrite a system.
   The **PARK** prompt appears.

Save

6. Use the **Dialpad** to enter the PARK code.

   Attention: If more than one DECT system overlaps in your location, you are sometimes required to enter a PARK code (system ID). If only one DECT system is available, make no entry, and press the **Skip** soft key.

7. Press the **Save** soft key.
   The **PIN** prompt appears.

8. Use the **Dialpad** to enter the PIN (authorisation code).

OK

9. Press the **OK** soft key.
   The **Network name** prompt appears.

10. Use the **Dialpad** to enter the system name.

11. Press the **Save** soft key.
The **Number** prompt appears.

Save

12. Use the **Dialpad** to enter the phone number assigned to your handset.

Save

13. Press the **Save** soft key.

14. Press the **Clr** key one or more times to return to the idle display.

You can now use the handset to make and receive calls.

Manually selecting the DECT system

If you subscribe the handset to more than one DECT system, you can manually select which system the handset uses. To manually select a DECT system, perform the following steps:

1. Open the **Connectivity** menu using the steps in .

2. Press the **Up** or **Down** key to highlight the **Network select** option.

Network select

Select

3. Press the **Select** soft key.

Select

4. Choose the name of the system from the list.

5. Press the **Select** soft key.
The name of the currently active system highlights.

6. Press the **Clr** key one or more times to return to the idle display.

Enabling automatic DECT system selection

If you subscribe the handset to more than one DECT system, you can configure your handset to automatically select the system to which it connects.

If Automatic selection is enabled, when the handset moves out of range of the current system, it automatically attempts to connect and log on to another available (subscribed) DECT system.

To enable automatic selection of a DECT system, perform the following steps:

1. Open the **Connectivity** menu using the steps in "Accessing the Connectivity menu" (page 46).

2. Press the **Up** or **Down** key to highlight the **Network select** option.

Network select

| Select | 3. Press the **Select** soft key. |

Auto. select 4. Highlight **Auto. select**.

| Select | 5. Press the **Select** soft key. |

The name of the currently active system highlights.

6. Press the **Clr** key one or more times to return to the idle display.

Deregistering the handset

To deregister the handset from a DECT system, perform the following
steps:

1. Open the **Connectivity** menu, using the steps in
   .

2. Press the **Up** or **Down** key to highlight the
   Deregister option.

   Deregister

   Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the system
   to deregister.

   Select   5. Press the **Select** soft key.

   Yes   6. Choose one of the following:
   Press the **Yes** soft key to deregister the selected
   No   DECT system.
   OR
   Press the **No** soft key to exit without making any
   changes.

   7. Press the **Clr** key one or more times to return to the
   idle display.

Editing the system name and phone number

To edit the system name and phone number of your handset, perform the
following steps:

1. Open the **Connectivity** menu using the steps in
   .

Network select

2. Press the **Up** or **Down** key to highlight the **Network select** option.

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the system to edit.

Select

5. Press the **Select** soft key.

Edit

6. Choose the name of the system from the list.

7. Press the **Edit** soft key.
The name of the currently active system highlights.

Save

8. Use the **Dialpad** to edit the system name and.

9. Press the **Save** soft key.

Save

10. Use the **Dialpad** to edit the local phone number.

11. Press the **Save** soft key.

12. Press the **Clr** key one or more times to return to the idle display.

Call features

Use the information in this section to make and receive calls, and to configure and use call features:

- "Make calls" (page 53)
- "Answer calls" (page 60)
- "Change settings during a call" (page 62)
- "Transfer calls" (page 63)
- "Voice mail" (page 64)

Make calls

This section describes the features associated with making a call. You can make a call from your handset using any of the following methods:

- "Dialling a number" (page 54)
- "Predial mode" (page 54)
- "Using Speed dial" (page 55)
- "Using Loudspeaker" (page 55)
- "Using the telephone book to dial a number" (page 56)
- "Using the Central Directory to dial a number" (page 57)
- "Making an SOS call" (page 59)
- "Making an Emergency call" (page 59)

Attention: To conserve the battery charge of your handset, the display automatically dims during calls. Press the **OK** key to restore the display.
To configure the number of seconds that elapse before the display dims, change the "first value" timer in Power save settings. For more information, see **"Configuring Power save" (page 195)**.

Dialling a number

To dial a number, perform the following steps:

1. Press the **Call** key.

2. Use the **Dialpad** to enter the phone number.

   You can add additional digits to the number you dial. For example, in some offices you must add a digit at the beginning of the number to place a call to an outside line.

Predial mode

Use the information in this section to enter a phone number before you dial.

Predialling a number

To predial a number, perform the following steps:

1. Use the **Dialpad** to enter the phone number.

   You can add additional digits to the number you dial. For example, in some offices you must add a digit at the beginning of the number to place a call to an outside line.

2. Press the **Call** key to dial the number.
   OR
   Press the **OK** key to dial the number using the Loudspeaker.

Editing a number in Predial mode

To edit a number in Predial mode, perform the following steps:

1. Use the **Left** or **Right** key to position the insertion point.

2. Use the **Dialpad** to enter the new digits.

   Press the **Clr** key to delete individual digits or to cancel predial.

   Long press the * key to insert a comma to indicate a pause when you enter a number.

3. Press the **Call** key.

4. Press the **Clr** key to return to the idle display.

Attention: When you predial a number, if the input cursor is positioned after the telephone number, the new digits are inserted at the end of that telephone number. If the input cursor is positioned at any other point, the new digits are inserted in front of the insertion point.

Using Speed dial

Use the Speed dial feature to make calls by dialling a one-digit code.

To use speed dial, perform the following step:

1. Long press the number key assigned to the phone number.

   You can use speed dial only after it is configured. For more information, see "Assigning a speed dial number" (page 102).

Using Loudspeaker

Your handset includes a Loudspeaker feature to allow several people in a room to listen to a call. You can predial a call using the Loudspeaker by first dialling the number, and then pressing the OK key.

When the loudspeaker function is active, the loudspeaker icon appears. When using loudspeaker:

- Place the handset upright on a smooth, flat surface, and ensure that the loudspeaker and microphone free of obstruction.

- Position the handset approximately 0.5 metres away from yourself while you speak.

To enable the Loudspeaker feature during a call, perform the following steps:

1. Make or answer a call.

Spk. on
2. Press the **Spk. on** soft key to enable the feature. The loudspeaker icon appears.

3. Press the **Volume up** or **Volume down** key to configure the volume.

Spk. off
4. Press the **Spk. off** soft key to disable the feature.

Using the telephone book to dial a number

To use the handset telephone book to dial a number, perform the following steps:

Menu
1. Press the **Menu** soft key to access the **Main** menu.

2. Press the **Up** or **Down** key to highlight the **Contacts** icon.

Select
3. Press the **Select** soft key.

Private

Select

4. If your communication system supports the **Central Directory** feature, press the **Up** or **Down** key to highlight the **Private** option, and press the **Select** soft key.
OR
If your communication system does not support the **Central Directory** feature, skip this step.

OR

5. Press the **Up** or **Down** keys to select the number you want to dial.
OR
Enter the first characters of the name using the dialpad. For example enter "B" to display the first name in the contacts list starting with the letter B. For more information, see Table 9, "Key functions in text mode" (page 44).

6. Press the **Call** key to make a call.

Using the Central Directory to dial a number

Your handset allows you to use the Central Directory to dial a number. The Central Directory is a database that contains user names and Directory Numbers (DN).

Attention: The Central Directory feature is available only if provided by your communication system.

To use the Central Directory to dial a number, perform the following steps:

Menu

1. Press the **Menu** soft key to access the **Main** menu.

2. Press the **Up** or **Down** key to highlight the **Contacts** icon.

3. Press the **Select** soft key.

Select

4. Press the **Up** or **Down** key to select the **Central Directory** option.

Central Directory

Select

5. Press the **Select** key.

6. Perform one of the following:
   Press the **OK** key and press the **Up** and **Down** keys to select the user you want to dial.

   OR

   Enter the first characters of the name using the dialpad. For example enter "B" to display the first name in the contacts list starting with the letter B. For more information, see Table 9, "Key functions in text mode" (page 44).

7. Optionally, press the **More** soft key to learn the number of the selected user (Info option).

8. Press the **Call** key to make a call.

Making an SOS call

Use this option to make emergency calls to a specific telephone number. When you press the **SOS** key, the phone sends a text message or initiates a voice call.

Attention: The Messaging feature is available on Avaya 4070 and 4075 DECT Handsets only.

You must program an SOS number to use the SOS function. For more information, see "Emergency call configuration" (page 206).

To make an SOS call, perform the following step:

1. Long press the **SOS** key to dial the number or send a message.

Making an Emergency call

When the dialpad is locked, the only calls you can make are SOS calls, or Emergency calls to 911 or 112.

To make an emergency call when the handset is locked use the following steps:

1. Dial the number (either 911 or 112)

2. Perform one of the following:

Press the **Call** key to make the call using the handset, or using a wired headset if you have one installed.

OR

OR Press the **OK** key or **Left** soft key to make the call using the loudspeaker

Note: If you have a Bluetooth wireless technology headset installed, the handset makes the emergency call using the Bluetooth headset when you press **Call** key, **OK** key, or **Call** soft key.

Answer calls

When you receive an incoming call, the ringer sounds and the call alert symbol flashes. You can choose to answer or reject an incoming call. This section describes the following features:

- "Answering a call in Normal mode" (page 61)

- "Answering a call using any key" (page 61)

- "Auto-answering mode" (page 61)

- "Muting the ringer" (page 61)

- "Rejecting a call" (page 62)

Attention: To conserve the battery charge of your handset, the display automatically dims during calls. Press the **OK** key to restore the display.
To configure the number of seconds that elapse before the display dims, change the "first value" timer in Power save settings. For more information, see **"Configuring Power save" (page 195)**.

Answering a call in Normal mode

To answer a call in Normal mode, perform the following step:

1. Press the **Call** key (Loudspeaker is off).

   OR

   Press the **OK** key (Loudspeaker is on).

Answering a call using any key

To answer a call using any key, perform the following step:

1. Press any key on the dialpad to answer the call.

Attention: This feature is available only when configured. For more information, see "Answer mode configuration" (page 197).

Auto-answering mode

In Auto-answering mode, calls are answered automatically on the handset.

Attention: This feature is available only when configured. For more information, see "Answer mode configuration" (page 197).

Muting the ringer

To mute the ringer, perform the following step:

Silence

1. Press the **Silence** soft key to mute the ringer during a call alert.

Rejecting a call

To reject an incoming call, perform the following step:

Reject   1.   Press the **Reject** soft key during a call alert.

The call diverts to your voice mail system or another number if call forward feature is configured. Contact your system administrator to determine if you can use this feature.

Attention: If you reject or do not answer a call, or if the call is blocked by Caller Filter (4070 and 4075 only), the message *Number of missed calls: N Show?* appears on the display, where N is the number of calls that have been blocked, missed, or rejected.

Press the **Yes** soft key to open the Missed calls list or press the **No** soft key to close the dialogue. For more information, see "Missed calls list" (page 86).

Change settings during a call

During a call, you can adjust the headset or loudspeaker volume or mute the handset.

This section describes the following tasks:

• "Adjusting the headset or loudspeaker volume" (page 62)
• "Using mute during a call" (page 63)

Adjusting the headset or loudspeaker volume

During a call, you can change the headset or loudspeaker volume using the volume keys. A bar in the display increases or decreases to indicate the volume setting. A beep sounds at the minimum or maximum volume.

To adjust the headset or loudspeaker volume, perform the following step:

1. Press the **Volume up** or **Volume down** key.

When you adjust the headset or loudspeaker volume, the handset remembers the new setting the next time you use the handset.

Using mute during a call

To mute and unmute the handset microphone, perform the following steps:

Mute
1. Press the **Mute** soft key to deactivate the handset microphone.

Unmute
2. Press the **Unmute** soft key to activate the handset microphone.

Transfer calls

You can use this option to transfer a call or add a third party to a conference call. The behavior of the Transfer feature can vary depending on your system configuration. Contact your system administrator to find out what transfer options are available for your use.

Transferring a call

To transfer a call, perform the following steps:

1. Press the **Call** key to place the active call on hold.

2. Use the **Dialpad** to dial the phone number of the third party.

3. Press the **Call** key to alternate between the two callers.

4. Press the **Clr** key to transfer the call.

Voice mail

Use the Voice mail feature to listen to voice messages left by calling parties. You can receive a voice mail in the following situations:

•   if your handset is switched off

•   if your handset is busy

•   if your handset is out of the coverage area

A new voice message dialogue appears once per caller, when the caller leaves a first new message in the mailbox. A voice mail symbol appears in the icon line and disappears after you play the message.

Attention: The Voice mail feature is available only when configured on the PBX.

The following figure shows the voice mail display page.

Figure 14: New voice message page

To listen to a New voice message, perform the following step:

Yes	1. Choose one of the following:
	Press the **Yes** soft key to listen to the new voice message. To do so, you must first configure a voice mail number. See "Defining a voice mail number" (page 66) for more information.
OR	OR
No	Press the **No** soft key to close the dialogue. For more information, see "Configuring Message display setting" (page 127).

Note: (4075 only) You can configure the LED indicator to flash when voice mail messages are waiting. After you have listened to the voice mail message, the LED indicator turns off. See "Configuring the LED Indicator (4075 only)" (page 164), for more details.

Use this section to perform the following tasks:

• "Accessing voice mail" (page 65)

• "Defining a voice mail number" (page 66)

Accessing voice mail

To access voice mail, perform the following steps:

Menu	1. Press the **Menu** soft key to access the **Main** menu.
	2. Press the **Up** or **Down** key to highlight the **Messaging** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Left** or **Right** key to select the **Inbox** menu.

5. Press the **Up** or **Down** key to select the **Listen to voice mail** option.

6. Press the **Select** soft key.

   The handset automatically dials the voice mail access number.

   Listen to voice mail

   Select

   Attention: Ensure that you configure the voice mail access number in the messaging settings. For more information about configuring message settings, see "Defining a voice mail number" (page 66).

7. Press the **Clr** key one or more times to return to the idle display.

Defining a voice mail number

To define a voice mail access number, perform the following steps:

1. Open the **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Voice mail number** option.

   Voice mail number

Select	3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following options:

Enter number

Lookup contact

— Highlight **Enter number** to use the **Dialpad** to enter the number, and then press the **Save** soft key. Long press the ***** key to insert a comma to indicate a pause.

— Highlight **Lookup contact** to select the number from your contacts list, and then press the **Select** soft key. Press the **Up** or **Down** key to choose a contact, and press the **Select** soft key.

5. Press the **Clr** key one or more times to return to the idle display.

Attention: You can also dial the voice mail number directly.

Calls list

Attention: Some menu items may be locked or unavailable to users.
Please contact your system administrator for more details.

The Calls list stores information about dialled, answered, or missed calls
(maximum 50 entries for all lists).

Attention: The maximum number of entries you can store varies
depending on the amount of storage space used by other
features.

When there is more than one call to or from a phone number, only the
most recent call appears in the appropriate call list.

The Calls menu contains four tabs: All, Answered, Dialled, and Missed.
You can open the required list by pressing the **Left or Right** key. When
you open the list, the call information appears. The first entry is
highlighted, the contact name or CLID (Calling Line Identification) and the
time and date appear.

Figure 15: Calls list with normal text size
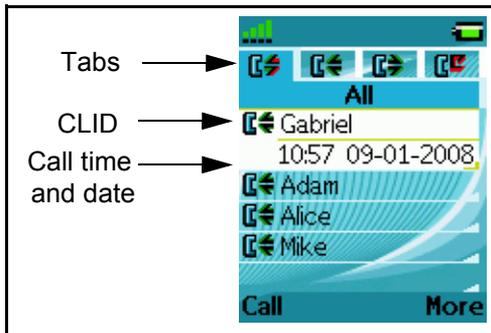
Figure 16: Calls list with small text size

Attention: Depending on the selected Time and Date format, the font size varies, as shown in Figure 16.

If you change the time format to am/pm mode and the date format is dd/mm/yyyy (for example 06/12/2007), or mm/dd/yyyy (for example 12/06/2007), or dd-mmm-yyyy (06-Dec-2007), only the date appears in the lists. You can view the time of the call by following the procedures for viewing call information which are found in each Calls list section.

This section describes the following features:

- "All calls list" (page 70)
- "Answered calls list" (page 75)
- "Dialled calls list" (page 81)
- "Missed calls list" (page 86)

The following table describes the Calls list tabs.

Table 11: Calls list tabs

Tab	Description
	All calls
	Answered calls

Tab	Description
⊏⬆	Dialled calls
⊏⬛	Missed calls

All calls list

The All calls list shows all entries from the Answered, Dialled, and Missed calls lists. The most recent entry appears at the top of the list.

This section describes the following tasks:

Attention: To conserve the battery charge of your handset, the display automatically dims during calls. Press the **OK** key to restore the display.
To configure the number of seconds that elapse before the display dims, change the "first value" timer in Power save settings. For more information, see **"Configuring Power save" (page 195)**.

Accessing the All calls list

To access the All calls list, perform the following steps:

> Calls

1. Press the **Calls** soft key.

2. Press the **Left** or **Right** key to select the **All calls** list.

Viewing information about a call

To view the information about calls in the All calls list, such as time and date, perform the following steps:

1. Open the **All calls** list using the steps in "Accessing the All calls list" (page 70).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **View** option.

View

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Dialling a number

To dial a number from the All calls list, perform the following steps:

1. Open the **All calls** list using the steps in "Accessing the All calls list" (page 70).

2. Press the **Up** or **Down** key to highlight the required entry.

Attention: If you want to predial from the **All calls** list, press the **More** soft key, press the **Up** or **Down** key to highlight the **Edit** before call option, and press the **Select** soft key.

---

3. Press the **Call** key to dial the number.

Transferring a number to your Contacts list

To transfer a number from the Missed calls list to a new entry in your Contacts list, perform the following steps:

1. Open the **All calls** list using the steps in .

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Contacts** option.

Contacts

Select

7. Press the **Select** soft key.

Add	8. Press the **Add** soft key and use the **Dialpad** to edit the number and enter the name (if necessary).
Save	9. Press the **Save** soft key.
Yes	10. Press the **Yes** soft key to confirm the changes.
	11. Press the **Clr** key one or more times to return to the idle display.

Transferring a number to the caller filter list

Attention: The Caller filter feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To transfer a number from the All calls list to the caller filter list, perform the following steps:

	1. Open the **All calls** list using the steps in "Accessing the All calls list" (page 70).
	2. Press the **Up** or **Down** key to highlight the required entry.
More	3. Press the **More** soft key.
Save	4. Press the **Up** or **Down** key to highlight the **Save** option.
Select	5. Press the **Select** soft key.

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6. Press the **Up** or **Down** key to highlight the **Caller Filter** option.

Caller filter

Select   7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the number and enter the name (if necessary).

Save   9. Press the **Save** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Deleting an entry

To delete an entry from the All calls list, perform the following steps:

1. Open the **All calls** list using the steps in "Accessing the All calls list" (page 70).

2. Press the **Up** or **Down** key to highlight the required entry.

More   3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete entry** option.

Delete entry

Select   5. Press the **Select** soft key.

Yes   6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Deleting all entries

To delete all entries from the All calls list, perform the following steps:

1. Open the **All calls** list using the steps in "Accessing the All calls list" (page 70).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete all** option.

Delete all

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Answered calls list

The Answered calls list stores information about the answered calls. The most recent entry appears at the top of the list.

This section describes the following tasks:

- "Accessing the Answered calls list" (page 76)

- "Viewing information about an answered call" (page 76)

- "Dialling a number" (page 77)

- "Transferring a number to your Contacts list" (page 77)

- "Transferring a number to the caller filter list" (page 78)

- "Deleting an entry" (page 79)

• "Deleting all entries" (page 80)

Accessing the Answered calls list

To access the Answered calls list, perform the following steps:

Calls

1. Press the **Calls** soft key.

2. Press the **Left** or **Right** key to select the **Answered calls** list.

Viewing information about an answered call

To view information about an answered call, such as time and date, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **View** option.

View

Select

5. Press the **Select** soft key.

CLR

6. Press the **Clr** key one or more times to return to the idle display.

Dialling a number

To dial a number from the Answered calls list, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

Attention: If you want to predial from the **Answered calls** list, press the **More** soft key, press the **Up** or **Down** key to highlight the **Edit** before call option, and press the **Select** soft key.

3. Press the **Call** key to dial the number.

Transferring a number to your Contacts list

To transfer a number from the Missed calls list to a new entry in your Contacts list, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Contacts** option.

Contacts

Select

7. Press the **Select** soft key.

Add

8. Press the **Add** soft key and use the **Dialpad** to edit the number and enter the name (if necessary).

Save

9. Press the **Save** soft key.

Yes

10. Press the **Yes** soft key to confirm your changes.

11. Press the **Clr** key one or more times to return to the idle display.

Transferring a number to the caller filter list

Attention: The Caller filter feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To transfer a number from the Answered calls list to the caller filter list, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Caller Filter** option.

Caller filter

Select

7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the number and enter the name (if necessary).

Save

9. Press the **Save** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Deleting an entry

To delete an entry from the Answered calls list, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete entry** option.

Delete entry

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Deleting all entries

To delete all entries from the Answered calls list, perform the following steps:

1. Open the **Answered calls** list using the steps in "Accessing the Answered calls list" (page 76).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete all** option.

Delete all

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Dialled calls list

The Dialled calls list stores information about dialled calls. The most recent entry appears at the top of the list.

This section describes the following tasks:

Accessing the Dialled calls list

To access the Dialled calls list, perform the following steps:

1. Press the **Calls** soft key.

2. Press the **Left** or **Right** key to select the **Dialled calls** list.

Viewing information about a dialled call

To view information about a dialled call, such as time and date, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

More	3.	Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **View** option.

View

Select	5.	Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Dialling a number

To dial a number from the Dialled calls list, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

> *Attention:* If you want to predial from the **Dialled calls** list, press the **More** soft key, press the **Up** or **Down** key to highlight the **Edit** before call option, and then press the **Select** soft key.

3. Press the **Call** key to dial the number.

Transferring a number to your contacts list

To transfer a number from the Missed calls list to a new entry in your Contacts list, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Contacts** option.

Contacts

Select

7. Press the **Select** soft key.

Add

8. Press the **Add** soft key and use the **Dialpad** to edit the number and enter the name (if necessary).

Save

9. Press the **Save** soft key.

Yes

10. Press the **Yes** soft key to confirm the changes.

11. Press the **Clr** key one or more times to return to the idle display.

Transferring a number to the Caller filter list

Attention: The Caller filter feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To transfer a number from the Dialled calls list to the Caller filter list, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

More   3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select   5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Caller filter** option.

Caller filter

Select   7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the number and enter the name (if necessary).

Save   9. Press the **Save** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Deleting an entry

To delete an entry from the Dialled calls list, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

More   3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete entry** option.

Delete entry

Select

5. Press the **Select** soft key.

Yes   6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Deleting all entries

To delete all entries from the Dialled calls list, perform the following steps:

1. Open the **Dialled calls** list using the steps in "Accessing the Dialled calls list" (page 81).

2. Press the **Up** or **Down** key to highlight the required entry.

More   3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete all** option.

Delete all

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Missed calls list

The Missed calls list stores information about unanswered calls. The most recent entry appears at the top of the list.

> *Note:* (4075 only) You can configure the LED indicator to flash when you have missed calls. After you view information about missed calls, the LED indicator turns off. See "Configuring the LED Indicator (4075 only)" (page 164), for more details.

The Missed calls list includes the following features:

• Recently missed (unanswered, rejected or blocked by Caller filter (4070 and 4075 only)) and unchecked calls are bolded.

Attention: If you configure the handset to display the time using am/pm, the date appears for recently missed unchecked calls, but the time does not appear.

• When you do not answer a call, or a call is rejected or blocked by Caller Filter (4070 and 4075 only), the handset stores the number in the Missed calls list.

• If you answer a call from a number in the Missed calls list, the handset moves the number from the Missed calls list to the Answered calls list.

• If you dial a number from the Missed calls list, the number automatically moves from the Missed calls list to the Dialled calls list.

This section describes the following tasks:

• "Accessing the Missed calls list" (page 87)

• "Viewing information about a missed call" (page 88)

• "Dialling a number" (page 89)

• "Transferring a number to your Contacts list" (page 89)

• "Transferring a number to the Caller filter list" (page 90)

• "Deleting an entry" (page 91)

• "Deleting all entries" (page 92)

The following table shows the missed call icons.

Table 12: Missed calls icon

Icon	Description
	Unanswered or rejected call
	Blocked call by Caller filter (4070 and 4075 only)

Accessing the Missed calls list

When the message "*Number of missed calls: N Show?"* appears, you have missed one or more calls (N is the number of calls you missed).

Note: The message "*Number of missed calls: N Show?"* indicates the total number of missed calls, including both new calls and calls you have already checked in the Missed calls list.

To access the Missed calls list, perform the following steps:

Yes

OR

Calls

1. When the message "*Number of missed calls: N Show?"* appears, perform one of the following: Press the **Yes** soft key. OR Press the **Calls** soft key, and then press the **Left** or **Right** key to select the **Missed calls** list.

   The list of missed calls appears.

Viewing information about a missed call

To view the information about a missed call, such as time and date, perform the following steps:

1. Open the **Missed calls** list using the steps in "Accessing the Missed calls list" (page 87).

2. Press the **Up** or **Down** key to highlight the required entry.
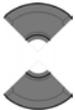
More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **View** option.

View

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Dialling a number

To dial a number from the Missed calls list, perform the following steps:

1. Open the **Missed calls** list using the steps in "Accessing the Missed calls list" (page 87).

2. Press the **Up** or **Down** key to highlight the required entry.

   Attention: To predial from the **Missed calls** list, press the **More** soft key, press the **Up** or **Down** key to highlight the **Edit** before call option, and press the **Select** soft key.

3. Press the **Call** key to dial the number.

Transferring a number to your Contacts list

To transfer a number from the Missed calls list to a new entry in your Contacts list, perform the following steps:

1. Open the **Missed calls** list using the steps in "Accessing the Missed calls list" (page 87).

2. Press the **Up** or **Down** key to highlight the required entry.

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Contacts** option.

Contacts

Select

7. Press the **Select** soft key.

Add

8. Press the **Add** soft key and use the **Dialpad** to edit the number and enter the name (if necessary).

Save

9. Press the **Save** soft key.

Yes

10. Press the **Yes** soft key to confirm the changes.

11. Press the **Clr** key one or more times to return to the idle display.

Transferring a number to the Caller filter list

Attention: The Caller filter feature is available only on the Avaya 4070 and 4075 DECT Handsets.

To transfer a number from the Missed calls list to the Caller filter list, perform the following steps:

1. Open the **Missed calls** list using the steps in "Accessing the Missed calls list" (page 87).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save** option.

Save

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Caller Filter** option.

Caller filter

Select

7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the number and enter the name (if necessary).

Save

9. Press the **Save** soft key.

CLR

10. Press the **Clr** key one or more times to return to the idle display.

Deleting an entry

To delete an entry from the Missed calls list, perform the following steps:

1. Open the **Missed calls** list using the steps in "Accessing the Missed calls list" (page 87).

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete entry** option.

Delete entry

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Deleting all entries

To delete all entries from the Missed calls list, perform the following steps:

1. Open the **Missed calls** list using the steps in

2. Press the **Up** or **Down** key to highlight the required entry.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete all** option.

Delete all

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Contacts

Attention: Some menu items may be locked or unavailable to users. Please contact your system administrator for more details.

You can use your handset to store contact numbers and names.

The Contacts menu allows you to store a maximum of 50 phone numbers and names without a MEM card, or a maximum of 200 with an installed MEM card. You can search for names in the Contacts list.

Attention: The maximum number of entries you can store varies depending on the amount of storage space used by other features.

The following restrictions apply:

• Each entry must have a unique name, however, you can store the same number under more than one name.

• Each entry can include a maximum of 16 characters in the name, and a maximum of 32 digits in the contact number.

• Each entry can contain up to 4 numbers. You can identify each number using one of the following types: work, mobile, home, or other.

• If you receive a call from a caller whose number is in the Contact list, the caller name appears on the display.

This section describes the following tasks.

Accessing the Contacts menu

To access the Contacts menu, perform the following steps:

Menu	1. Press the **Menu** soft key.
	2. Press the **Up** or **Down** key to highlight the **Contacts** icon.
	3. Press the **Select** soft key.
Select	*Attention:* If your communication system supports the **Central Directory** feature, press the **Up** or **Down** key to highlight the **Private** option, and then press the **Select** soft key.

Adding a new contact

To add a new contact, perform the following steps:

	1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).
New contact	2. Highlight the **New contact** option.
Add	3. Press the **Add** soft key.

Save

4. Use the **Dialpad** to enter the phone number.
   Long press the * key to insert a comma to indicate a pause when you enter a number.

5. Press the **Save** soft key.

6. Use the **Dialpad** to enter the name.

Save

7. Press the **Save** soft key.

Yes

8. Press the **Yes** soft key to the save the contact.

9. Press the **Clr** key one or more times to return to the idle display.

Adding a contact number

A contact can have more than one number associated with it; a maximum of 50 phone numbers without a MEM card, or a maximum of 200 with an installed MEM card. To add an additional number to a contact, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to edit.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit contact** option.

Edit contact

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **New number** option.

New number

Add

7. Press the **Add** soft key to add a new number for this contact.

8. Press the **Up** or **Down** key to highlight the required number type.

OK

9. Press the **OK** soft key.

10. Use the **Dialpad** to enter the phone number.

Save

11. Press the **Save** soft key.

Save

12. Press the **Save** soft key.

Yes

13. Press the **Yes** soft key to confirm the changes.

14. Press the **Clr** key one or more times to return to the idle display.

Editing a contact number

To edit a contact number, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to edit.

3. Press the **More** soft key.

More

4. Press the **Up** or **Down** key to highlight the **Edit contact** option.

Edit contact

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the number you want to edit.

Attention: If more than one number is stored for the contact you select, select the number you want to edit; you cannot restore information once you edit it.

Edit

7. Press the **Edit** soft key.

8. Press the **Up** or **Down** key to highlight the required number type.

OK

9. Press the **OK** soft key.

10. Use the **Dialpad** to edit the phone number.

Save

11. Press the **Save** soft key.

Save

12. Press the **Save** soft key.

Yes

13. Press the **Yes** soft key to confirm the changes.

14. Press the **Clr** key one or more times to return to the idle display.

Deleting a contact number

To delete a contact number, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to edit.

More   3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit contact** option.

Edit contact

5. Press the **Select** soft key.

Select   *Note:* You can delete the number only if more than one number is stored for the contact you select.

6. Press the **Up** or **Down** key to highlight the number you want to delete.

Edit

Attention: If more than one number is stored for the contact you select, select the number you want to delete; you cannot restore information once you delete it.

7. Press the **Edit** soft key.

OK   8. Press the **OK** soft key.

Clear   9. Press the **Clear** soft key to delete the number.

Save   10. Press the **Save** soft key.

Save   11. Press the **Save** soft key.

Yes   12. Press the **Yes** soft key to confirm the changes.

13. Press the **Clr** key one or more times to return to the idle display.

Editing a contact name

To edit a contact name, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to edit.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit contact** option.

Edit contact

Select

5. Press the **Select** soft key.

6. Press the **Left** or **Right** key to choose the **Name** menu.

Edit

7. Press the **Edit** soft key.

8. Use the **Dialpad** to edit the contact name.

Save

9. Press the **Save** soft key.

Yes

10. Press the **Yes** soft key to confirm the changes.

11. Press the **Clr** key one or more times to return to the idle display.

Editing a contact ringtone

To change a contact ringtone, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to edit.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit contact** option.

Edit contact

Select

5. Press the **Select** soft key.

6. Press the **Left** or **Right** key to choose the **Ringtone** menu.

Edit

7. Press the **Edit** soft key.

    Note: The ringtone you assign to a contact applies to all numbers associated with that contact.

8. Press the **Up** or **Down** key to highlight the required ringtone.

Select

9. Press the **Select** soft key.

Save

10. Press the **Save** soft key.

Yes

11. Press the **Yes** soft key to confirm the changes.

12. Press the **Clr** key one or more times to return to the idle display.

Deleting a contact

To delete a contact, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the contact to delete.

| More |

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Delete contact** option and press the **Select** soft key.

   OR

   Press the **Up** or **Down** key to highlight the **Delete all contacts** option to delete all contacts and press the **Select** soft key.

| Delete contact |
| Delete all contacts |

| Select |

| Yes |

5. Press the **Yes** soft key to delete the contact.

6. Press the **Clr** key one or more times to return to the idle display.

Speed dial feature

Use the Speed dial feature to place calls by dialling a one-digit code. To dial a number using Speed dial, ensure that your handset is in idle mode and long press the key to which you assigned the number.

Attention: Only the first number added to the contact can be assigned to a Speed Dial key.

This section describes the following tasks:

- "Assigning a speed dial number" (page 102)
- "Reassigning the speed dial number" (page 102)

• "Clearing the speed dial number" (page 103)

Assigning a speed dial number

To assign a speed dial number, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose the required contact.

| More | 3. Press the **More** soft key. |

4. Press the **Up** or **Down** key to highlight the **Speed dial** option.

| Speed dial |

5. Press the **Up** or **Down** key to choose a digit for the speed dial.

| Add | 6. Press the **Add** soft key. |

7. Press the **Clr** key one or more times to return to the idle display.

Reassigning the speed dial number

To reassign a speed dial number, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

2. Press the **Up** or **Down** key to choose a new contact for which to configure a speed dial number.

More
3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Speed dial** option.

Speed dial

5. Press the **Up** or **Down** key to choose the assigned digit for speed dial.

Replace
6. Press the **Replace** soft key.

7. Press the **Clr** key one or more times to return to the idle display.

Clearing the speed dial number

To clear a speed dial assignment, perform the following steps:

1. Open the **Contacts** menu using the steps in .

2. Press the **Up** or **Down** key to choose a contact.

3. Press the **More** soft key.

More

4. Press the **Up** or **Down** key to highlight the **Speed dial** option.

Speed dial

5. Press the **Up** or **Down** key to choose the digit assigned for speed dial.

Delete

6. Press the **Delete** soft key.

7. Press the **Clr** key one or more times to return to the idle display.

Transfer numbers to your contacts list

You can transfer phone numbers from any calls list to your contacts list. See the following sections for information about transferring a number to your contacts list:

• To transfer a number from the All calls list, see "Transferring a number to your Contacts list" (page 72).

• To transfer a number from the Answered calls list, see "Transferring a number to your Contacts list" (page 77).

• To transfer a number from the Dialled calls list, see "Transferring a number to your contacts list" (page 82).

• To transfer a number from the Missed calls list, see "Transferring a number to your Contacts list" (page 89).

Transferring numbers to the caller filter list

Attention: The Caller filter feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To transfer a number to the Caller filter list from the contacts list, perform the following steps:

1. Open the **Contacts** menu using the steps in "Accessing the Contacts menu" (page 94).

Select

2. Press the **Up** or **Down** key to choose the contact to edit.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save in caller filter** option.

Save in caller filter

Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to edit the number and name (if necessary).

Save

7. Press the **Save** soft key.

8. Press the **Clr** key one or more times to return to the idle display.

Messaging

Attention: Some menu items may be locked or unavailable to users. Please contact your system administrator for more details.

You can send and receive text messages using the Avaya 4070 and 4075 DECT Handsets.

Attention: The Messaging feature is not available on the Avaya 4027 DECT Handset.

Note: (4075 only) You can configure the LED indicator to flash when you have new (unread) text messages. After you check the messages, the LED indicator turns off. See "Configuring the LED Indicator (4075 only)" (page 164) for more details.

This section describes the following tasks:

Attention: The Messaging feature is available only if supported by your communication system. Contact your system administrator to determine if you can use this feature.

Message limitations

The following limitations apply to the Messaging feature:

•   With a MEM card installed, the system can store up to 80 messages.

Attention: The maximum number of messages you can store can be less than 80, depending on how much memory is used by other features.

•   You can send or receive messages if your handset is in range of a DECT system to which the handset is subscribed.

•   An error beep sounds if the message is undelivered.

•   If you receive a message while you are making changes in a menu, the phone exits from the menu, and any entries that you have not yet saved are lost. Similarly, if you receive a message while you are dialing, the phone number you are dialing is lost, and if you receive a message while you are writing a text message, the text of the message you are writing is lost.

New messages and drafts

This section describes the following tasks:

•   "Accessing the Messaging menu" (page 108)

•   "Saving a new message or editing a draft" (page 109)

•   "Sending a message" (page 110)

•   "Deleting a draft message" (page 112)

•   "Deleting all draft messages" (page 113)

Accessing the Messaging menu

To access the Messaging menu, perform the following steps:

Menu   1.   Press the **Menu** soft key to access the **Main** menu.

2. Press the **Up** or **Down** key to highlight the **Messaging** icon.

3. Press the **Select** soft key.

`Select`

The following table describes the message icons.

Table 13: Menu section icons

Icon	Description
	Draft message
	Inbox message
	Outbox message
	Message settings

Saving a new message or editing a draft

To save a new message or edit a draft, perform the following steps:

1. Open the **Messaging** menu using the steps in "Accessing the Messaging menu" (page 108).

2. Press the **Left** or **Right** key to choose the **New and draft** option.

3. Press the **Up** or **Down** key to highlight the **New Message** option or the existing draft.

New message

4. Use the **Dialpad** to create or edit the message.

5. Press the **Clr** key.

Yes   6. Press the **Yes** soft key to save the message as a draft.

Sending a message

To send a new message or draft, perform the following steps:

1. Open the **Messaging** menu using the steps in "Accessing the Messaging menu" (page 108).

2. Press the **Left** or **Right** key to choose the **New and draft** option.

3. Press the **Up** or **Down** key to highlight the new message or the existing draft.

4. Use the **Dialpad** to edit the message (if necessary).

Send

5. Press the **Send** soft key.

6. Press the **Up** or **Down** key to select **Normal** or **Urgent**.

Normal

Urgent

Attention: For more information about normal and urgent messages, see "Configuring Message display setting" (page 127).

Select

7. Press the **Select** soft key,

8. Press the **Up** or **Down** keys to choose any of the following options:

Lookup contact

— **Lookup contact** to choose the number from your contacts list.

Enter number

— **Enter number** to use the **Dialpad** to enter the number of the addressee.

Send to many

— **Send to many** to send the same text message to multiple recipients. The Contact list appears; choose the contact name and number of the first recipient.

Central Directory

— **Central Directory** to choose the user from the Central Directory (available only if provided by your communication system).

Note: You can use the **Send to many** option to send messages only to numbers that are in the Contact list.

Send

9. Press the **Send** soft key.

10. Optionally, if you selected **Send to many** in step 6, perform the following:

Send to many

a. Choose another contact name and number.

b. Press the **Send** soft key.

Send

c. Repeat steps a and b until you have sent the message to all of the recipients.

11. Press the **Clr** key one or more times to return to the idle display.

Alternatively, you can send a message to an addressee using your Central Directory (available only if provided by your communication system): Follow steps 1-6 of section "Using the Central Directory to dial a number" , then select the **More** menu and select the **Send message** option.

Deleting a draft message

To delete a draft message, perform the following steps:

1. Open the **Messaging** menu using the steps in "Accessing the Messaging menu" (page 108).

2. Press the **Left** or **Right** key to choose the **New and draft** option.

3. Press the **Up** or **Down** key to highlight the existing draft.

More

4. Press the **More** soft key.

Delete message

5. Press the **Up** or **Down** key to select the **Delete message** option.

| Select | 6. Press the **Select** soft key. |

| Yes | 7. Press the **Yes** soft key to confirm the changes. |

8. Press the **Clr** key one or more times to return to the idle display.

Deleting all draft messages

To delete all draft messages, perform the following steps:

1. Open the **Messaging** menu using the steps in "Accessing the Messaging menu" (page 108).

2. Press the **Left** or **Right** key to choose the **New and draft** option.

3. Press the **Up** or **Down** key to highlight the existing draft.

| More | 4. Press the **More** soft key. |

5. Press the **Up** or **Down** key to select **Delete all messages.**

Delete all messages

| Select | 6. Press the **Select** soft key. |

| Yes | 7. Press the **Yes** soft key to confirm the changes. |

8. Press the **Clr** key one or more times to return to the idle display.

113

Inbox

This section describes the following tasks:

Accessing the Messaging Inbox

To access the Messaging Inbox, perform the following steps:

Menu	1. Press the **Menu** soft key to access the **Main** menu.
	2. Press the **Up** or **Down** key to highlight the **Messaging** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Left** or **Right** key to choose the **Inbox** menu section.

Reading a message

To read a message that you have received, perform the following steps:

1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).

2. Press the **Up** or **Down** key to highlight the message you want to read.

Select   3. Press the **Select** soft key to read the message.

4. Press the **Up** or **Down** key to scroll through the text of the message.

5. Press the **Clr** key one or more times to return to the idle display.

Replying to a message

To reply to a message, perform the following steps:

1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).

2. Press the **Up** or **Down** key to highlight the message to which you want to reply.

Select   3. Press the **Select** soft key to read the message.

4. Press the **Up** or **Down** key to scroll through the text of the message.

Reply	5. Press the **Reply** soft key.
	6. Use the **Dialpad** to enter the message you want to send.
Send	7. Press the **Send** soft key.
	8. Press the **Up** or **Down** key to select **Normal** or **Urgent**.
Normal	
Urgent	*Attention:* For more information, see "Configuring Message display setting" (page 127).
Select	9. Press the **Select** soft key.

Forwarding a message

To forward a message, perform the following steps:

	1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).
	2. Press the **Up** or **Down** key to highlight the message you want to forward.
More	3. Press the **More** soft key.
	4. Press the **Up** or **Down** key to highlight the **Forward** option.
Forward	
	5. Optionally, use the **Dialpad** to edit the message.

Send	6. Press the **Send** soft key.
	7. Press the **Up** or **Down** key to select **Normal** or **Urgent**.
Normal	
Urgent	*Attention:* For more information, see "Configuring Message display setting" (page 127).
	8. Press the **Select** soft key.
Select	9. Press the **Select** soft key
	10. Press the **Up** or **Down** key to choose any of the following options:
Lookup contact	— **Lookup contact** to choose the number from your contacts list.
Enter number	— **Enter number** to use the **Dialpad** to enter the number of the addressee.
Send to many	— **Send to many** to choose several numbers from your contact list.
Central Directory	— **Central Directory** to choose the user from the Central Directory (if available)
Send	11. Press the **Send** soft key to send the message.
	12. Press the **Clr** key one or more times to return to the idle display.

Saving a number to the contacts list

To save a number from the Inbox to your contacts list, perform the

1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).

2. Press the **Up** or **Down** key to highlight a message.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Save to contacts** option.

Save to contacts

Add

5. Press the **Add** soft key.

6. Optionally, use the dialpad to edit the number and enter the name.

Save

7. Press the **Save** soft key.

Yes

8. Press the **Yes** soft key to confirm the changes.

9. Press the **Clr** key one or more times to return to the idle display.

following steps:

Deleting a message

To delete a message from the Inbox, perform the following steps:

1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).

2. Press the **Up** or **Down** key to highlight the message you want to delete.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to select the **Delete message** option.

Delete message

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Deleting all messages from the Inbox

To delete all messages from the Inbox, perform the following steps:

1. Open the **Inbox** using the steps in "Accessing the Messaging Inbox" (page 114).

2. Press the **Up** or **Down** key to highlight a message.

More

3. Press the **More** soft key.

Delete all messages

4. Press the **Up** or **Down** key to select the **Delete all messages** option.

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Sent messages

This section describes the following tasks:

Accessing the Sent Messages menu

To access the Sent Messages menu, perform the following steps:

Menu
1. Press the **Menu** soft key to access the **Main** menu.

2. Press the **Up** or **Down** key to highlight the **Messaging** icon

Select
3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to choose the **Sent** menu section.

Reading a sent message

To read a sent message, perform the following steps:

1. Open the **Sent** menu using the steps in "Accessing the Sent Messages menu" (page 121).

2. Press the **Up** or **Down** key to highlight the sent message.

View

3. Press the **View** soft key to read the message.

4. Press the **Up** or **Down** key to scroll through the text of the message.

5. Press the **Clr** key one or more times to return to the idle display.

Forwarding a sent message

To forward a sent message, perform the following steps:

1. Open the **Sent** menu using the steps in "Accessing the Sent Messages menu" (page 121).

2. Press the **Up** or **Down** key to highlight the sent message to forward.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit** option.

Edit

5. Use the **Dialpad** to edit the sent message (if necessary).

Send

6. Press the **Send** soft key.

Messaging

7. Press the **Up** or **Down** key to select **Normal** or **Urgent**.

   For more information, see "Configuring Message display setting" (page 127).

Normal

Urgent

Select

8. Press the **Select** soft key and press the **Up** or **Down** key to choose any of the following options:

   — **Lookup contact** to choose the number from your contacts list.

Lookup contact

   — **Enter number** to use the **Dialpad** to enter the number of the addressee.

Enter number

Send to many

   — **Send to many** to choose several numbers from your contacts list.

Central Directory

   — **Central Directory** to choose the user from the Central Directory (if available)

Send

9. Press the **Send** soft key to send the message.

10. Press the **Clr** key one or more times to return to the idle display.

Deleting a sent message

To delete a sent message, perform the following steps:

1. Open the **Sent** menu using the steps in "Accessing the Sent Messages menu" (page 121).

2. Press the **Up** or **Down** key to highlight the sent message to delete.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to select the **Delete message** option.

Delete message

Select
Yes

5. Press the **Select** soft key and then press the **Yes** soft key to confirm the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Deleting all sent messages

To delete all sent messages, perform the following steps:

1. Open the **Sent** menu using the steps in "Accessing the Sent Messages menu" (page 121).

2. Press the **Up** or **Down** key to highlight any sent message.

More

3. Press the **More** soft key.

4. Press the **Up** or **Down** key to select the **Delete all messages** option.

Delete all messages

Select

5. Press the **Select** soft key.

Yes

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Message settings

This section describes the following tasks:

Accessing the message Settings menu

To access the message Settings menu, perform the following steps:

Menu	1. Press the **Menu** soft key to access the **Main** menu.
	2. Press the **Up** or **Down** key to highlight the **Messaging** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Left** or **Right** key to choose **Settings**.

Configuring the Overwrite option

Use the Overwrite option to control what happens when the handset receives a new message, but there is no room to store more messages.

When there is no room to store an incoming message, the handset does one of the following:

- If the Overwrite option is enabled, the oldest message stored on the phone is overwritten.
- If the Overwrite option is disabled, the handset does one of the following:
    — for urgent messages, the handset shows the message but does not store it.
    — for normal messages, the handset rejects the message.

To configure the overwrite option, perform the following steps:

1. Open the message **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Overwrite old** option.

Overwrite old

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following:
    on
    OR
    off.

on

OR

off

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Managing sent messages

Use this option to choose whether sent messages are stored in the handset:

• If the Sent message option is enabled, sent messages are stored in the handset.

• If the Sent message option is disabled, sent messages are not stored.

To configure the sent message option, perform the following steps:

1. Open the message **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Sent message** option.

Sent message

| Select |

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following:
   on
   OR
   off.

on

OR

off

| Select |

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Message display setting

Use this setting if you want the text of the message to be displayed on the screen of the handset when the message is received.

To configure the Message display setting, perform the following steps:

1. Open the message **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Display** option.

> Display

> Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following:
on
OR
off.

> on
> OR
> off

> Select   5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Automatic Answer setting

Use this setting to allow the handset, when receiving special messages, to disconnect the current call with audible indication and set up the new voice call.

1. Open the message **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Auto answer msg** option.

Auto answer msg

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following:
   on
   OR
   off.

on

OR

off

Select   5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Silent Answer setting

Use this setting to allow the handset, when receiving special messages, to disconnect the current call without an audible indication and set up the new voice call.

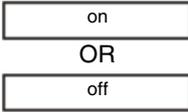1. Open the message **Settings** menu using the steps in "Accessing the message Settings menu" (page 125).

2. Press the **Up** or **Down** key to highlight the **Silent answer msg** option.

Silent answer msg

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to choose one of the following:
   on
   OR
   off.

on

OR

off

Select   5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Normal and urgent messages

The system differentiates between normal and urgent messages, which the handset signals with different ringer melodies.

• Normal messages
  You need not confirm normal messages. If you enable normal message display, normal messages appear on the display immediately upon receipt. If you disable normal message display, normal messages do not appear.
  The melody for normal messages plays when you receive a message, unless you disable the ringer. A short alert tone sounds if you receive a normal message during a call.

• Urgent messages
  You must confirm urgent messages. Urgent messages appear immediately on the display.
  If the dialpad on your handset is locked, the lock temporarily deactivates when you receive an urgent message so that you can acknowledge the receipt.
  A melody plays when you receive an urgent message, unless you disable the ringer. The ringer volume increases to the maximum during the signalling process. If you receive an urgent message during a call, a repeated alert tone sounds.

This section describes the following tasks:

Confirming urgent messages

You must confirm the receipt of an urgent message. If you do not confirm an urgent message within 60 seconds, the system notifies the originator that the message was not delivered.

When you receive an urgent message, perform the following step:

OK More	1. Press **OK** or **More** to confirm the receipt of a message. All other keys are blocked until you confirm the message by pressing **OK** or **More**. If you press the **More** soft key, you need to select one of the available options: — **Reply** - reply to the received message — **Ok** - confirm the receipt of the message — **Reject** - reject the received message — **Forward** - forward the message to another addressee — **Save to contacts** - add the sender of the message to Contacts — **Delete message** — **Delete all messages** *Attention:* If you press the **More** soft key and do not select an option within 60 seconds, the sender of the message is informed that the message was not received.

> ***Attention:*** The maximum number of entries you can store varies, depending on the amount of storage space used by other features.

Message list full

The message list can store a maximum of 80 messages if a MEM card is installed; if the MEM card is full, the message "Storage full" appears, and the system handles new messages according to the overwrite setting.

You can configure how your handset handles new messages once the message list is full:

• if Overwrite is on, the handset deletes the oldest message before it stores the new message.

• if Overwrite is off (this is the default configuration), the handset does one of the following:

— for urgent messages, the handset shows the message but does not store it.

— for normal messages, the handset rejects the message.

For more information about configuring Overwrite, see "Configuring the Overwrite option" (page 125).

Calendar

Attention: Some menu items may be locked or unavailable to users. Please contact your system administrator for more details.

View the calendar in weekly or monthly format. You can also configure reminders, appointments, and meeting alerts.

The Calendar allows you to store a maximum of 80 (without the MEM card) and a maximum of 100 (with installed MEM card) appointments.

Attention: The maximum number of entries you can store varies depending on the amount of storage space used by other features.

This section describes the following tasks:

- "Accessing the Calendar" (page 134)
- "Changing the calendar format" (page 134)
- "Selecting a date" (page 135)
- "Adding an appointment" (page 136)
- "Viewing an appointment" (page 137)
- "Editing an appointment" (page 138)
- "Copying an appointment" (page 140)

• "Deleting an appointment" (page 141)

	CAUTION
⚠️	You must charge your handset before you configure the handset time and date. Each time you remove the battery pack or switch the handset off it loses the time and date information; you must manually reset it after you reinstall the battery pack or switch the handset off and on. If your system provides the date and time information to DECT handsets, the date and time settings update automatically when you switch on the handset. Contact your system administrator to determine if you can use this feature.

Accessing the Calendar

To access the Calendar, perform the following steps:

Menu 1. Press the **Menu** soft key to access the **Main** menu.

2. Press the **Up** or **Down** key to highlight the **Calendar** icon.

Select 3. Press the **Select** soft key.

Changing the calendar format

To change the calendar format, perform the following steps:

1. Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).

More	2. Press the **More** soft key
	3. Press the **Up** or **Down** key to highlight the **View week** or **View month** option.
View week	
View month	
Select	4. Press the **Select** soft key.
CLR	5. Press the **Clr** key one or more times to return to the idle display.

Selecting a date

To select a date in the calendar, perform the following steps:

[24]	1. Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).
More Go to date	2. Press the **More** soft key to highlight the **Go to date** option
Select	3. Press the **Select** soft key.
[dialpad]	4. Use the **Dialpad** to enter the required date
Select	5. Press the **Select** soft key.
More Go to today	6. To return to the current date, press the **More** soft key, and highlight the **Go to today** option
Select	7. Press the **Select** soft key.
CLR	8. Press the **Clr** key one or more times to return to the idle display.

Adding an appointment

To add an appointment to the calendar, perform the following steps:

	1. Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).
More Go to date	2. Press the **More** soft key to highlight the **Go to date** option
Select	3. Press the **Select** soft key.
Select	4. Use the **Dialpad** to enter the required date 5. Press the **Select** soft key.
Select	6. Press the **Select** soft key.
New appointment	7. Use the **Up** or **Down** key to highlight the **New appointment** option.
Add	8. Press the **Add** soft key.
	9. Use the **Dialpad** to enter the start date.
Continue	10. Press the **Continue** soft key.
	11. Use the **Dialpad** to enter the start time.
Continue	12. Press the **Continue** soft key.
	13. Press the **Up** or **Down** key to highlight the required duration.
Select	14. Press the **Select** soft key.

15. Use the **Dialpad** to enter the subject of the appointment.

Continue   16. Press the **Continue** soft key.

17. Use the **Dialpad** to enter the location of the appointment.

Continue   18. Press the **Continue** soft key.

19. Press the **Up** or **Down** key to highlight the required reminder.

Select   20. Press the **Select** soft key.

21. Press the **Clr** key one or more times to return to the idle display.

Viewing an appointment

To view an appointment in the calendar, perform the following steps:

1. Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).

More

Go to date
2. Press the **More** soft key, to highlight the **Go to date** option.

Select   3. Press the **Select** soft key.

4. Use the **Dialpad** to enter the date of the appointment.

Select   5. Press the **Select** soft key.

Select	6.	Press the **Select** soft key.
	7.	Press the **Up** or **Down** key to highlight the appointment to view.
View	8.	Press the **View** soft key.
CLR	9.	Press the **Clr** key one or more times to return to the idle display.

Editing an appointment

To edit an appointment in the calendar, perform the following steps:

	1.	Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).
More Go to date	2.	Press the **More** soft key, to highlight the **Go to date** option.
Select	3.	Press the **Select** soft key.
	4.	Use the **Dialpad** to enter the date of the appointment.
Select	5.	Press the **Select** soft key.
Select	6.	Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to edit.
More	7.	Press the **More** soft key.

8. Press the **Up** or **Down** key to highlight the **Edit** option.

Edit

Select

9. Press the **Select** soft key.

10. Use the **Dialpad** to edit the start date.

Continue

11. Press the **Continue** soft key.

12. Use the **Dialpad** to edit the start time.

Continue

13. Press the **Continue** soft key.

14. Press the **Up** or **Down** key to highlight the required duration.

Select

15. Press the **Select** soft key.

16. Use the **Dialpad** to edit the subject of the appointment.

Continue

17. Press the **Continue** soft key.

18. Press the **Up** or **Down** key to highlight the required reminder.

19. Press the **Select** soft key.

Select

20. Press the **Clr** key one or more times to return to the idle display.

Copying an appointment

To copy an appointment, perform the following steps:

	1.	Open the **Calendar** menu, using the steps in "Accessing the Calendar" (page 134).
More Go to date	2.	Press the **More** soft key to highlight the **Go to date** option
Select	3.	Press the **Select** soft key.
	4.	Use the **Dialpad** to enter the date of the appointment.
Select	5.	Press the **Select** soft key.
Select	6.	Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to copy.
More	7.	Press the **More** soft key.
Copy	8.	Press the **Up** or **Down** key to highlight the **Copy** option.
Select	9.	Press the **Select** soft key
Continue	10.	Optionally, use the **Dialpad** to enter the start date of the new appointment, press the **Continue** soft key.
Continue	11.	Optionally, use the **Dialpad** to enter the start time of the new appointment, and press the **Continue** soft key.

12. Press the **Up** or **Down** key to highlight the required duration.

13. Press the **Select** soft key.

Select

14. Optionally, use the **Dialpad** to enter the subject of the appointment, and press the **Continue** soft key.

Continue

15. Optionally, use the **Dialpad** to enter the location of the appointment, and press the **Continue** soft key.

Continue

16. Press the **Up** or **Down** key to highlight the required reminder.

17. Press the **Select** soft key.

Select

18. Press the **Clr** key one or more times to return to the idle display.

Deleting an appointment

To delete an appointment from the calendar, perform the following steps:

1. Open the **Calendar** menu using the steps in "Accessing the Calendar" (page 134).

More

Go to date

2. Press the **More** soft key to highlight the **Go to date** option.

Select

3. Press the **Select** soft key.

4. Use the **Dialpad** to enter the date of the appointment.

Select

5. Press the **Select** soft key.

Select

6. Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to delete.

More

7. Press the **More** soft key.

8. Press the **Up** or **Down** key to highlight the **Delete** option.

Delete

9. Press the **Select** soft key.

Select

Yes

10. Press the **Yes** soft key to confirm the deletion.

11. Press the **Clr** key one or more times to return to the idle display.

Calculator, Stopwatch, and Alarms

Attention: Some menu items may be locked or unavailable to users. Please contact your system administrator for more details.

This section explains the following features available on your Avaya 4027, 4070, or 4075 DECT Handset:

Using the Calculator

Use the calculator to perform basic mathematical calculations.

To use the calculator, perform the following steps:

Menu	1. Press the **Menu** soft key to access the **Main** menu.
	2. Press the **Up** or **Down** key to highlight the **Accessories** icon.
Select	3. Press the **Select** soft key.

Calculator

4. Press the **Up** or **Down** key to highlight the **Calculator** option.

Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to enter a value.

7. Press the **Left** or **Right** key to choose the required operation icon.

Select

8. Press the **Select** soft key.

Attention: Alternatively, you can press the **#** key to choose the required operation, and then press the **OK** key.

To enter a decimal point (.), press the ***** key.

9. Use the **Dialpad** to enter a second value of up to 9 digits.

10. Press the **Left** or **Right** key to choose the equal sign icon.

Select

11. Press the **Select** soft key.
The result appears.

12. Optionally, perform either of the following:
To perform calculations using the result, repeat steps 7 to 11.
OR
To perform a new calculation, repeat steps 3 to 11.

13. Press the **Clr** key one or more times to return to the idle display.

Attention: Invalid calculations result in an error message.

The following table shows the calculator icons available for your use.

Table 14: Calculator icons

Symbol	Description
✛	Addition sign
÷	Division sign
.	Dot sign
=	Equal sign
✕	Multiplication sign
%	Percentage sign
−	Subtraction sign

Using the Stopwatch

Use the stopwatch to measure elapsed time.

To start the stopwatch, perform the following steps:

Menu

1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Accessories** icon.

Select

3. Press the **Select** soft key.

Stopwatch

4. Press the **Up** or **Down** key to highlight the **Stopwatch** option.

Select

5. Press the **Select** soft key.

Start

6. Press the **Start** soft key to start timing.

    The **Stop** or **Continue** soft key appears in place of the **Start** soft key.

Lap

7. Press the **Lap** soft key to save the current elapsed time, and start timing again.

    Attention: You can store two lap values in your handset. If you press the **Lap** soft key after two Lap values are already stored, the handset overwrites the oldest stored value.

Stop

8. Press the **Stop** soft key to stop measuring.

Continue

Reset

9. Choose one of the following:
    Press the **Continue** soft key to continue measuring OR
    Press the **Reset** soft key to reset the stopwatch.

10. Press the **Clr** key one or more times to return to the idle display.

Alarms

Use the Alarm feature to configure alarms.

This section describes the following tasks:

*   "Nonrecurrent alarms" (page 147)
*   "Recurrent alarms" (page 150)

⚠	**CAUTION** You must charge your handset before you configure the handset time and date. Each time you remove the battery pack or switch the handset off it loses the time and date information; you must manually reset it after you reinstall the battery pack or switch the handset off and on. If your system provides the date and time information to DECT handsets, the date and time settings update automatically when you switch on the handset. Contact your system administrator to determine if you can use this feature.

⚠	**CAUTION** If you configure your handset to use Silent charging, any Alarms you configure cannot provide an audible alert while the handset is on the charger.

Nonrecurrent alarms

Use the procedures in this section to manage nonrecurrent alarms:

*   "Creating an alarm" (page 148)
*   "Editing an alarm" (page 149)
*   "Turning off an alarm" (page 150)

Creating an alarm

To create a nonrecurrent alarm, perform the following steps:

Menu	1. Press the **Menu** soft key to access the Main menu.
	2. Press the **Up** or **Down** key to highlight the **Accessories** icon.
Select	3. Press the **Select** soft key.
Alarms	4. Press the **Up** or **Down** key to highlight the **Alarms** option.
Select	5. Press the **Select** soft key.
Alarm	6. Press the **Up** or **Down** key to highlight the **Alarm** option.
Select	7. Press the **Select** soft key.
	8. Use the **Dialpad** to enter the alarm time.
Save	9. Press the **Save** soft key.
	10. Press the **Clr** key one or more times to return to the idle display.

Editing an alarm

To edit a nonrecurrent, perform the following steps:

Menu   1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Accessories** icon.

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Alarms** option.

Alarms

Select   5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Alarm** option.

Alarm

Select   7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the alarm time.

Save   9. Press the **Save** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Turning off an alarm

To turn off a nonrecurrent, perform the following steps:
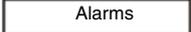
Menu	1. Press the **Menu** soft key to access the Main menu.
	2. Press the **Up** or **Down** key to highlight the **Accessories** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Up** or **Down** key to highlight the **Alarms** option.
Alarms	
Select	5. Press the **Select** soft key.
	6. Press the **Up** or **Down** key to highlight the **Alarm** option.
Alarm	
Select	7. Press the **Select** soft key.
Turn off	8. Press the **Turn off** soft key.
CLR	9. Press the **Clr** key one or more times to return to the idle display.

Recurrent alarms

Use the procedures in this section to manage weekly recurrent alarms:

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Creating a recurrent alarm

To create a recurrent alarm, perform the following steps:

Menu | 1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Accessories** icon.

Select | 3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Alarms** option.

Alarms
Select | 5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Recurrent alarm** option.

Recurrent alarm
Select | 7. Press the **Select** soft key.

8. Use the **Dialpad** to enter the alarm time.

Continue | 9. Press the **Continue** soft key.

10. Press the **Up** or **Down** key to highlight the required days of the week.

11. Press the **Mark** soft key.

Mark

OK | 12. Press the **OK** soft key to confirm the settings.

13. Press the **Clr** key one or more times to return to the idle display.

Editing a recurrent alarm

To edit a recurrent alarm, perform the following steps:

Menu
1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Accessories** icon.

Select
3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Alarms** option.

Alarms

Select
5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Recurrent alarm** option.

Recurrent alarm

Select
7. Press the **Select** soft key.

8. Use the **Dialpad** to edit the alarm time.

Continue
9. Press the **Continue** soft key.

10. Press the **Up** or **Down** key to highlight the required days of the week.

Mark   11. Press the **Mark** soft key.

Unmark   12. Press the **Unmark** soft key to unmark a marked day of the week (if necessary).

OK   13. Press the **OK** soft key to confirm the settings.

14. Press the **Clr** key one or more times to return to the idle display.

Turning off a recurrent alarm

To turn off a recurrent alarm, perform the following steps:

Menu   1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Accessories** icon.

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Alarms** option.

Alarms

Select   5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the **Recurrent alarm** option.

Recurrent alarm

Select

7. Press the **Select** soft key.

Turn off

8. Press the **Turn off** soft key.

9. Press the **Clr** key one or more times to return to the idle display.

Attention: If the alarm or the recurrent alarm is off when you open the time editor, the current time appears.

Telephone settings

Attention: Some menu items may be locked or unavailable to users.
Please contact your system administrator for more details.

Use the information in this chapter to configure the following:

General settings

The following table describes the telephone setting icons on the display.

Table 15: Telephone setting icons

Icon	Description
	General settings
	Sound settings
	Display settings
	Calls settings
	Connectivity settings

This section describes the following tasks:

Accessing the General settings menu

To access the General settings menu, perform the following steps:

Menu	1. Press the **Menu** soft key to access the Main menu.
	2. Press the **Up** or **Down** key to highlight the **Settings** icon.
Select	3. Press the **Select** soft key.
	4. Press the **Left** or **Right** key to choose the **General** menu.

Profile configuration

Use the profile option to personalise your handset.

To configure your profile, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Profiles** option.

Profiles

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight any of the following options:

Select profile

— **Select profile** to select a profile and press the **Select** soft key.

Edit profile

— **Edit profile** to edit a profile and press the **Select** soft key.

Reset profile

Select

— **Reset profile** to return to the default values of the settings and press the **Select** soft key.

5. Press the **Clr** key one or more times to return to the idle display.

You can use the following profiles:

• Normal (default)

• Meeting

• Outdoors

• Office

• Home

• Silent (disables, or decreases the volume of, all alert signals)

• Loudspeaker

Long press the **#** key in Idle mode to switch between the active profile and the Silent profile. If the active profile is Silent, long press the **#** key in Idle mode to switch to the Normal profile.

You can configure the following features for each profile:

- Ring volume

- Ring melody for external calls

- Ring melody for internal calls

- Ring melody for unknown calls

- Normal message alert

- Urgent message alert

- Ring melody for emergency calls

- Increasing ring feature

- Alert volume

- Alert tone

- Increasing alert

- Vibrator

- Key sound

- Confirmation sound

- Coverage warning

- Charger warning

For more information about audio settings, see "Audio settings" (page 173).

Editing a profile

To edit a selected profile, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Profiles** option.

Profiles

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Edit profile** option.

Edit profile

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the required option.

Select

7. Press the **Select** soft key.

Select

OR

OK

8. Make the required changes and perform one of the following:
   Press the **Select** soft key.
   OR
   Press the **OK** soft key.

9. Press the **Clr** key one or more times to return to the idle display.

Configuring the time and date

Use the time and date option to configure the time and date.

⚠	**WARNING** You must charge your handset before you configure the handset time and date. Each time you remove the battery pack or switch the handset off it loses the time and date information; you must manually reset it after you reinstall the battery pack or switch the handset off and on. If your system can provide the date and time information to DECT handsets, the date and time settings update automatically when you switch on the handset. Contact your system administrator to determine if you can use this feature.

Configuring the time

To configure the time, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Time & Date** option.

   Time & Date

3. Press the **Select** soft key.

   Select

4. Press the **Up** or **Down** key to highlight the **Time** option.

   Time

5. Press the **Select** soft key.

   Select

6. Use the **Dialpad** to edit the time.

More	7. Press the **More** soft key to edit the time format.
	8. Press the **Up** or **Down** key to highlight the required time format.
Select	9. Press the **Select** soft key.

Attention: Depending on the Time and Date format you choose, the font size in the Calls list changes (see "Calls list with normal text size" (page 68)). If you choose am/pm time format in combination with dd/mm/yyyy (mm/dd/yyyy) or dd-mmm-yyyy date format, the entries in the Calls list contain information about date only.

Save	10. Press the **Save** soft key to save the changes.
	11. Press the **Clr** key one or more times to return to the idle display.

Configuring the date

To configure the date, perform the following steps:

	1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).
	2. Press the **Up** or **Down** key to highlight the **Time & Date** option.
Time & Date	
Select	3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Date** option.

Date

Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to edit the date.

More

7. Press the **More** soft key to edit the date format.

8. Press the **Up** or **Down** key to highlight the required date format.

Select

9. Press the **Select** soft key.

Attention: Depending on the Time and Date format you choose, the font size in the Calls list changes (see "Calls list with normal text size" (page 68)). If you choose am/pm time format in combination with dd/mm/yyyy (mm/dd/yyyy) or dd-mmm-yyyy date format, the entries in the Calls list contain information about date only.

Save

10. Press the **Save** soft key to save the changes.

11. Press the **Clr** key one or more times to return to the idle display.

Choosing a language

You can configure your handset to operate in any of the following languages:

- English
- Spanish
- German

- French

- Italian

- Dutch

- Portuguese

- Danish

- Swedish

- Turkish

- Polish

- Greek

- Russian

- Norwegian

To choose a language, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Language** option.

Language

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the required language.

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring shortcuts

Use the information in this section to assign shortcuts that allow you to access handset menus or features by pressing a single button.

To assign a shortcut, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

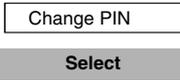2. Press the **Up** or **Down** key to highlight the **Shortcuts** option.

Shortcuts

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the key to which you want to assign a shortcut.

5. Press the **Select** soft key.

Select

6. Press the **Up** or **Down** key to choose the option you want to assign as a shortcut.

7. Press the **Select** soft key.

Select

8. Press the **Clr** key one or more times to return to the idle display.

Configuring the LED Indicator (4075 only)

Use the information in this section to configure the LED indicator that appears to the left of the speaker on the Avaya 4075 DECT Handset. For more information, see "LED indicator (4075 only)" (page 33).

Use the following steps to configure the LED indicator:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

LED signal

Select

2. Press the **Up** or **Down** key to highlight the **LED signal** option.

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the LED colour to configure:

   • Red LED

   • Green LED

   • Orange LED

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight the option to associate with the selected LED colour:

   • Missed calls

   • Text messages

   • Voice messages

   • Text and voice messages

   • Mandown

   • Low Battery

   • Off

Select

7. Press the **Select** soft key to apply the setting.

8. Press the **Clr** key one or more times to return to the idle display.

Security options

You can use the following options to secure your handset: phone lock, automatic key lock, and PIN code.

This section describes the following tasks:

Using the Phone lock feature

Enable the Phone lock feature to avoid unauthorised use of your handset.

To enable or disable the phone lock, perform the following steps:

	1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).
	2. Press the **Up** or **Down** key to highlight the **Security** option.
Security **Select**	3. Press the **Select** soft key.
	4. Press the **Up** or **Down** key to highlight the **Phone lock** option.
Phone lock **Select**	5. Press the **Select** soft key.
	6. Use the **Dialpad** to enter your PIN code.
OK	7. Press the **OK** soft key.
	8. Press the **Up** or **Down** key to choose the required option.
Select	9. Press the **Select** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Automatic dialpad lock

The Automatic dialpad lock feature disables key input if you do not press any keys for a configurable period of time. To configure the number of seconds the system waits before enabling dialpad lock, change the "second value" timer in the Power save menu; if you configure this value to 0, the system waits 30 seconds before activating dialpad lock. For more information about configuring Power save, see "Configuring Power save" (page 195).

To enable Automatic dialpad lock, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Security** option.

Security

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Automatic keylock** option.

Automatic keylock

Select

5. Press the **Select** soft key.

   The left soft key label becomes a lock icon.

6. Press the **Up** or **Down** key to disable the **Automatic key lock** (**Off** option) or to set up timer before the dial pad is automatically locked.

Automatic keylock

Select

7. Press the **Select** soft key.

8. Press the **Clr** key one or more times to return to the idle display.

Unlocking the dialpad

To unlock the dialpad, perform the following steps:

1. Press the **OK** key.

Unlock

2. Press the **Unlock** soft key.

   Note: The **Unlock** soft key is available for three seconds after you press the **OK** key.

Attention: When you receive a call with key lock active, the dialpad lock temporarily suspends and you can use all keys. The key lock reactivates when you terminate the call.

Changing the PIN code

Use the information in this section to change the PIN code on the handset.

To change the PIN code, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Security** option.

Security

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Change PIN code** option.
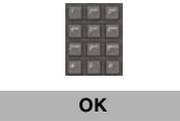
Change PIN

Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to enter the current PIN code.

OK

7. Press the **OK** soft key.

8. Use the **Dialpad** to enter a new PIN code.

OK

9. Press the **OK** soft key.
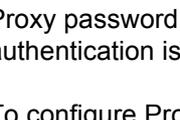
10. Use the **Dialpad** to verify the new PIN code.

OK

11. Press the **OK** soft key.

12. Press the **Clr** key one or more times to return to the idle display.

Entering Proxy Password

Proxy password feature is used only in case SIP DECT system authentication is based on the password configured in the handset.

To configure Proxy password, learn it from your Commination system administrator and perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

	2. Press the **Up** or **Down** key to highlight the **Security** option.
Security	3. Press the **Select** soft key.
Select	
	4. Press the **Up** or **Down** key to highlight the **Proxy password** option.
Proxy password	5. Press the **Select** soft key.
Select	
	6. If a Proxy password is configured, use the **Dialpad** to enter the current Proxy password and press the **OK** soft key.
OK	
	7. Use the **Dialpad** to enter a new Proxy password.
OK	8. Press the **OK** soft key.
	9. Use the **Dialpad** to verify the new Proxy password.
OK	10. Press the **OK** soft key.
	11. Press the **Clr** key one or more times to return to the idle display.

Defining the handset name

You can define a handset name (maximum of 16 characters) to appear on the idle display.

To define the handset name, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Handset name** option.

Handset name

Select

3. Press the **Select** soft key.

4. Use the **Dialpad** to enter or edit the handset name.

Attention: Depending on system configuration handset name can be used for authentication on SIP DECT. In this case changing the handset name will cause authentication failure, so that no calls can be made or received.

Save

5. Press the **Save** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Resetting the handset

Reset the handset to restore all options to the factory default state. Your contacts, the handset PIN, and system subscriptions are not impacted by reset.

To reset the handset, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Reset settings** option.

Reset settings

Select

3. Press the **Select** soft key.

Yes

4. Press the **Yes** soft key.

5. Use the **Dialpad** to enter the current PIN code.

OK

6. Press the **OK** soft key.

7. Press the **Clr** key one or more times to return to the idle display.

Resetting the MEM card

Use the information in this section to erase all data from the memory (MEM) card.

To reset the MEM card, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Reset memory card** option.

Reset memory card

Select

3. Press the **Select** soft key.

Yes

4. Press the **Yes** soft key.

5. Use the **Dialpad** to enter the current PIN code.

OK

6. Press the **OK** soft key.

7. Press the **Clr** key one or more times to return to the idle display.

8. Switch off the handset.

9. Switch on the handset.

Viewing information

Use the status option to view information about the software release installed on the handset, hardware version of the handset, battery charge status, level of radio signal, and available memory.

To view status information, perform the following steps:

1. Open the **General** settings menu using the steps in "Accessing the General settings menu" (page 156).

2. Press the **Up** or **Down** key to highlight the **Status** option.
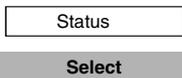
Status

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to scroll through available status information.

OK

5. Press the **OK** soft key to exit the menu.

6. Press the **Clr** key one or more times to return to the idle display.

Audio settings

You can customize your handset audio. Use the Audio settings menu to configure the following:

•   "Accessing the Sounds and alerts menu" (page 174)

Accessing the Sounds and alerts menu

To access the Sounds and alerts menu, perform the following steps:

| Menu | 1. | Press the **Menu** soft key to access the Main menu. |

2. Press the **Up** or **Down** key to highlight the **Settings** icon.

3. Press the **Select** soft key.

Select

4. Press the **Left** or **Right** key to choose the **Sounds and alerts** menu.

Configuring the ring volume

To change the ringer volume, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Ring volume** option.

Ring volume

Select

3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to select the volume level.

OK

5. Press the **OK** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Defining the ring external melody

The Avaya 4070 and 4075 DECT Handsets offer 20 melodies, while the Avaya 4027 DECT Handset offers 10 melodies.

|	
⚠	**WARNING** If your handset is subscribed to a traditional DECT system based on DMC cards, the system identifies all incoming calls as external.

To define a melody for external calls, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Ring external** option.

Ring external

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a melody.

Play

Select

5. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.

6. Press the **Clr** key one or more times to return to the idle display.

Defining the ring internal melody

WARNING
This feature is available only for handsets subscribed to SIP DECT system.

To define a melody for internal rings, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Ring internal** option.

Ring internal

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a melody.

Play

Select

5. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.

6. Press the **Clr** key one or more times to return to the idle display.

Defining the Ring unknown call melody

Attention: Avaya DECT systems do not support the Ring unknown call melody feature.

Defining the Normal message melody

Attention: The Normal message alert melody feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To define a melody for normal message alerts, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Ring normal msg.** option.

Ring normal msg.

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a melody.

Play

Select

5. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.

6. Press the **Clr** key one or more times to return to the idle display.

For more information about normal and urgent messages, see "Configuring Message display setting" (page 127).

Defining the Urgent message melody

Attention: The Urgent message alert melody feature is available on the Avaya 4070 and 4075 DECT Handsets only.

To define a melody for urgent message alerts, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Ring urgent msg.** option.

Ring urgent msg.

Select
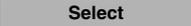
3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a melody.

Play

Select

5. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.

6. Press the **Clr** key one or more times to return to the idle display.

For more information about normal and urgent messages, see "Configuring Message display setting" (page 127).

Defining the Ring emergency melody

Attention: Avaya DECT systems do not support the Ring emergency call melody feature.

Enabling the Increasing ring feature

If you enable the Increasing ring feature, the volume level gradually increases during an alert.

To enable the Increasing ring feature, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Increasing ring** option.

Increasing ring

Select

3. Press the **Select** soft key.

On

Off

4. Press the **Up** or **Down** key to select **On** or **Off**.

Select

5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Alert volume

Use this function to change the alert volume.

To change the alert volume, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Alert volume** option.

Alert volume

Select

3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to select the volume level.

OK

5. Press the **OK** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Defining the Alert tone melody

To define a melody for alerts, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Alert tone** option.
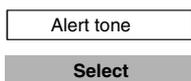
Alert tone

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a melody.

Play

Select

5. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.

6. Press the **Clr** key one or more times to return to the idle display.

Enabling Increasing alert

If you enable the Increasing alert feature, the volume level gradually increases during an alert.

To enable the Increasing alert feature, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Increasing alert** option.

| Increasing alert |

| **Select** | 3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **On** or **Off**.

| On |

| Off |

| **Select** | 5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Enabling the Vibrator

Attention: The Vibrator feature is available on the Avaya 4070 and 4075 DECT Handsets only.

If you enable the Vibrator feature, the handset vibrates to alert you about incoming calls. You can configure the handset to vibrate, ring, or both.

To enable the Vibrator feature, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Vibrator** option.

Vibrator

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select

Off

Vibrate then ring

Vibrate only

Vibrate and ring

— **Off**

— **Vibrate then ring**

— **Vibrate only**

— **Vibrate and ring**

Select

5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Enabling the Key sound

If you enable the Key sound feature, a sound occurs when you press a key.

To enable the Key sound feature, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Key sound** option.

Key sound

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **Silent** (disabled), **Click,** or **Tone** (different types of sounds).

Silent

Click

Tone

Select   5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Enabling Confirmation sound

You can configure your handset to play a Confirmation sound when you successfully perform an action.

To enable Confirmation sound, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight the **Confirmation sound** option.

Confirmation sound

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select	5. Press the **Select** soft key to apply the changes.

CLR	6. Press the **Clr** key one or more times to return to the idle display.

Attention: The default volume of the Confirmation sound is 1.

Enabling the Coverage warning

If you enable the Coverage warning feature, a sound occurs when the handset is out of base station coverage.

To enable the Coverage warning feature, perform the following steps:

	1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

	2. Press the **Up** or **Down** key to highlight the **Coverage warning** option.

Coverage warning **Select**	3. Press the **Select** soft key.

	4. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select	5. Press the **Select** soft key to apply the changes.

CLR	6. Press the **Clr** key one or more times to return to the idle display.

Enabling the Charger warning

If you enable the Charger warning feature, a sound occurs when the handset is placed in the charger.

To enable the Charger warning feature, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight **Charger warning**.

   Charger warning

   Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **On** or **Off**.

   On

   Off

   Select

5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Missed call time

Set the Missed call time in range of 1 to 99 seconds if you don't want the call unanswered for the configured period to be defined as missed (no dialog 'Missed calls' appears, the call is not added to the missed call list). To disable the feature set the Missed call time parameter to 0.

To configure Missed call time on your handset, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight **Missed call time**.

Missed call time

3. Press the **Select** soft key.

Select

4. Use the Dialpad to enter the value in range of 0 to 99.

5. Press the **Save** soft key to apply the changes.

Save

6. Press the **Clr** key one or more times to return to the idle display.

Configuring Cadence Mode

A cadence defines the duration of the on and off phases of a ringing cycle. You can use the Tones and Cadences feature on the Avaya Communication Server 1000 (Avaya CS 1000) system to configure ring cadences to identify different types of incoming calls. For more information about Tones and Cadences on Avaya CS 1000, see *Avaya Features and Services Fundamentals* (NN43001-106).

Attention: Cadence Mode is applicable to traditional DECT systems only (based on DMC cards). If you enable or disable Cadence Mode for a SIP DECT solution, there is no impact.

To cause your DECT handset to use the ring cadences configured on your CS 1000 system, you must activate Cadence Mode on your DECT handset. This allows the PBX system to control the on and off phases of

the ringing cycles on the handset. If Cadence Mode is disabled on your handset, the handset continuously plays its ringing melody on any incoming call, irrespective of the Tones and Cadences configuration on your CS 1000 system.

To activate Cadence Mode on your handset, perform the following steps:

1. Open the **Sounds and alerts** menu using the steps in "Accessing the Sounds and alerts menu" (page 174).

2. Press the **Up** or **Down** key to highlight **Cadence Mode**.

Cadence Mode

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select

5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

After you activate Cadence Mode, you can optionally select a handset ring melody that has a desirable interaction with the cadences programmed on the CS 1000 system. For more information about selecting a ring melody, see "Defining the ring external melody" (page 175).

Display settings

Use the information in this section to customise the handset display as follows:

-
-
-
-
-

Accessing the Display settings menu

To access the Display settings menu, perform the following steps:

Menu

1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Settings** icon.

Select

3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to choose the **Display** menu.

Wallpaper customisation

Use the information in this section to customise the image that appears as a background when your handset is in idle mode.

Selecting wallpaper by theme

To select wallpaper according to the selected theme, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Wallpaper** option.

Wallpaper

Select
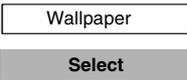
3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the **Theme** option.
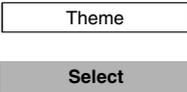
Theme

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Selecting wallpaper other than from the current theme

To select wallpaper from a source other than the current theme, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Wallpaper** option.

Wallpaper
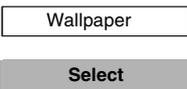
Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the **Picture** option.

Picture

5. Press the **Up** or **Down** key to select an image from the list.

Show

Select

6. Perform one of the following:
   Press the **Show** soft key to view the selected image.
   OR
   Press the **Select** soft key to use the selected image as your wallpaper.

7. Press the **Clr** key one or more times to return to the idle display.

Clearing wallpaper

If you do not want wallpaper to appear on your handset, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Wallpaper** option.

Wallpaper

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select **None**.

None

5. Press the **Clr** key one or more times to return to the idle display.

Selecting a theme

A theme is a combination of images and colour gradations for the wallpaper, startup display, and menu of your handset.

To select a theme, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Themes** option.

Themes

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select a theme from the list.

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Startup customisation

Use the information in this section to customise the image that appears on the handset display during startup.

Selecting a startup image by theme

To select a startup image according to the selected theme, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Startup screen** option.

Startup screen

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the **Theme** option.

Theme

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Selecting a startup image other than from the current theme

To select a startup image from a source other than the selected theme, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Startup screen** option.

Startup screen

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the **Picture** option.

Picture

5. Press the **Up** or **Down** key to select a picture from the list.

Show

Select

6. Perform one of the following:
Press the **Show** soft key to view the selected image.
OR
Press the **Select** soft key to use the selected image as your startup image.

7. Press the **Clr** key one or more times to return to the idle display.

Clearing the startup image

If you do not want to use a startup image, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Startup screen** option.

Startup screen

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to select the **None** option.

None

5. Press the **Clr** key one or more times to return to the idle display.

Configuring Power save

To configure how long the handset remains idle before entering an energy-saving state, perform the following steps:

1. Open the **Display** menu using the steps in "Accessing the Display settings menu" (page 189).

2. Press the **Up** or **Down** key to highlight the **Power save** option.

Power save

Select

3. Press the **Select** soft key.

4. Use the **Dialpad** to enter the time period:

   — the first value (from 1 to 59 seconds) defines the time before the display becomes dim.

   — the second value (from 1 to 59 seconds) defines the time before the display switches off (after the display becomes dim). If you configure the second value as 0, the display never switches off and the handset battery discharges faster.

   Attention: To conserve the battery charge of your handset, the display automatically dims during calls. Press the **OK** key to restore the display. To configure the number of seconds that elapse before the display dims, change the "first value" timer in Power save settings. For more information, see **"Configuring Power save" (page 195)**.

Save

5. Press the **Save** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Call settings

You can change the call settings for your handset.

Use the handset Settings menu to perform the following:

Accessing the call settings menu

To access the call settings menu, perform the following steps:

Menu
1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Settings** icon.

Select
3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to choose the **Calls** menu.

Accessing call and message statistics

You can view call and message statistics using the Units menu.

To access statistics information, perform the following steps:

1. Open the **Calls** menu using the steps in .

2. Press the **Up** or **Down** key to highlight the **Units** option.

Units
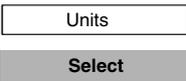
Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Call time** option or the **Message count** option.

Call time
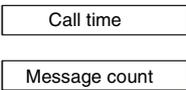
Message count

Attention: The message count option is available on the Avaya 4070 and 4075 DECT Handsets only. The **Call time** and **Message count** options reflects statistics for outgoing calls and messages.

Reset

Yes

5. Optionally, press the **Reset** soft key to clear stored statistics.

6. Press the **Yes** soft key to confirm the changes.

7. Press the **Clr** key one or more times to return to the idle display.

Answer mode configuration

You can configure your handset to handle incoming calls in any of the following ways:

•   Any key answer mode—you can answer with any key

•   Autoanswer mode—the handset goes off-hook automatically

• Normal answer mode—answer using the **OK** or **Call** key

This section describes the following tasks:

Activating Any key Answer mode

To activating Any key Answer mode, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Answer mode** option.

Answer mode

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Any key** option.

Any key

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Activating Auto answer mode

To activate Auto answer mode, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Answer mode** option.

Answer mode

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Auto answer** option.
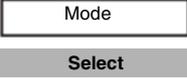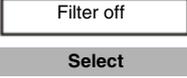
Auto. answer

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Activating Normal answer mode

To activate Normal answer mode, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Answer mode** option.

Answer mode

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Normal** option.

Normal

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Caller filter configuration

You can use the Caller filter to selectively block or accept calls from specified phone numbers. You can filter up to 10 phone numbers using the caller filter list.

When the caller filter function is active, a filter icon appears on the display.

Attention: The Caller filter feature is available on the Avaya 4070 and 4075 DECT Handsets only.

The Caller filter functions only when the caller number transmits through Integrated Services Digital Network (ISDN).

This section contains information to help you manage Caller filter, including steps to add and edit entries, and activate or deactivate Caller filter.

*   "Accessing the Caller filter menu" (page 200)
*   "Adding an entry to the Caller filter list" (page 201)
*   "Editing entries in the Caller filter list" (page 202)
*   "Deleting an entry from the Caller filter list" (page 203)
*   "Deleting all entries in the Caller filter list" (page 204)
*   "Activating Caller filter" (page 205)

Accessing the Caller filter menu

To open the Caller filter menu, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Caller filter** option.

Caller filter

Select

3. Press the **Select** soft key.

Adding an entry to the Caller filter list

To add an entry to the Caller filter list, perform following steps:

Caller filter

1. Open the **Caller filter** menu using the steps in "Accessing the Caller filter menu" (page 200).

2. Press the **Up** or **Down** key to highlight the **List** option.

List

Select

3. Press the **Select** soft key.

Add

4. Press the **Add** soft key.
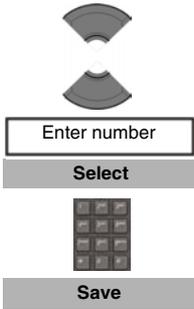
5. Press the **Up** or **Down** key to highlight the **Enter number** option, press the **Select** soft key, use the **Dialpad** to enter the telephone number and the name, and press the **Save** soft key.

Enter number

Select

Save

OR

OR
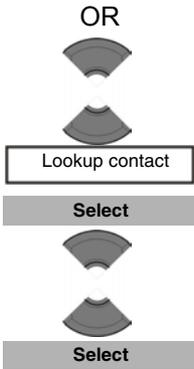
Press the **Up** or **Down** key to highlight the **Lookup contact** option, press the **Select** soft key, use the **Up** or **Down** key to highlight the required contact, and press the **Select** soft key.

Lookup contact

Select

Attention: Numbers can consist of a maximum of 32 characters. Names can consist of a maximum of 16 characters.
You can use one asterisk at the end of a number to filter all numbers that begin with a given sequence.

Select

6. Press the **Clr** key one or more times to return to the idle display.

Editing entries in the Caller filter list

To edit entries in the Caller filter list, perform the following steps:
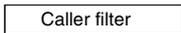
Caller filter

1. Open the **Caller filter** menu using the steps in "Accessing the Caller filter menu" (page 200).

2. Press the **Up** or **Down** key to highlight the **List** option.

List

3. Press the **Select** soft key.

Select

4. Press the **Up** or **Down** key to highlight the required entry.

More

5. Press the **More** soft key.

6. Press the **Up** or **Down** key to highlight the **Edit** option.

Edit

7. Press the **Select** soft key.

Select

8. Use the **Dialpad** to edit the telephone number and name.

Save

9. Press the **Save** soft key.

10. Press the **Clr** key one or more times to return to the idle display.

Deleting an entry from the Caller filter list

To delete an entry from the Caller filter list, perform the following steps:

Caller filter

1. Open the **Caller filter** menu using the steps in .

2. Press the **Up** or **Down** key to highlight the **List** option.

List

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the required entry to delete.

Delete

Select

5. Press the **Up** or **Down** key to highlight the **Delete** option.

6. Press the **Select** soft key.

Yes

7. Press the **Yes** soft key to confirm the changes.

8. Press the **Clr** key one or more times to return to the idle display.

Deleting all entries in the Caller filter list

To delete all entries in the Caller filter list, perform the following steps:

Caller filter

1. Open the **Caller filter** menu using the steps in "Accessing the Caller filter menu" (page 200).

2. Press the **Up** or **Down** key to highlight the **List** option.

List

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight any entry.

5. Press the **More** soft key.

More

6. Press the **Up** or **Down** key to highlight the **Delete all** option.

Delete all

Select

7. Press the **Select** soft key.

Yes

8. Press the **Yes** soft key to confirm the changes.

9. Use the **Dialpad** to enter the PIN code.

OK

10. Press the **OK** soft key.

11. Press the **Clr** key one or more times to return to the idle display.

Activating Caller filter

Attention: If you activate the Caller filter and configure the accept list, the handset accepts calls only from the numbers in the caller filter list. If you configure the block list, the handset blocks all calls from the numbers in the caller filter list.

To activate an accept or block list, perform the following steps:

Caller filter

1. Open the **Caller filter** menu using the steps in "Accessing the Caller filter menu" (page 200).
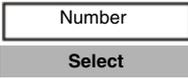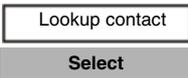
2. Press the **Up** or **Down** key to highlight the **Mode** option.

Mode

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the required mode.

Select

5. Press the **Select** soft key.

6. Press the **Clr** key one or more times to return to the idle display.

Deactivating Caller filter

To deactivate an accept or block list, perform the following steps:

Caller filter	1. Open the **Caller filter** menu using the steps in "Accessing the Caller filter menu" (page 200).
	2. Press the **Up** or **Down** key to highlight the **Mode** option.
Mode **Select**	3. Press the **Select** soft key.
	4. Press the **Up** or **Down** key to highlight the **Filter off** mode.
Filter off **Select**	5. Press the **Select** soft key.
CLR	6. Press the **Clr** key one or more times to return to the idle display.

Emergency call configuration

Use the Emergency call feature to dial a number or send a text message rapidly. Use the Emergency call menu to store an emergency number and a text message. When you press the emergency key, one of the following actions occur:

• If you define a message, the handset initiates a voice call using the emergency number.

• If you define a message (up to 160 characters in length), the handset sends the emergency message to the emergency number.

Attention: The Emergency call feature is available on the Avaya 4027, 4070, 4075 DECT Handsets, but the message can be sent from the Avaya 4070 and 4075 DECT Handsets only.

You can send text messages only if your system supports this feature. Contact your system administrator to determine if you can use this feature.

After you send a message, the handset stores the message in the text message list. For more information, see "Messaging" (page 107).

Configuring an emergency call number

To configure an emergency call number, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Emergency call** option

Emergency call

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Number** option.

5. Press the **Select** soft key.

Select

6. Press the **Up** or **Down** key to highlight **Lookup contact,** press the **Select** soft key, press the **Up** or **Down** key to highlight the required number from your contacts list, and press the **Select** soft key.

Lookup contact

Select

OR

OR

Press the **Up** or **Down** key to highlight **Enter Number**, press the **Select** soft key, use the **Dialpad** to enter or edit the number, and press the **Save** soft key.

Enter number

Select

Save

7. Press the **Clr** key one or more times to return to the idle display.

Creating an emergency call text message

To create an emergency call text message, perform the following steps:
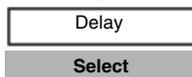
1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Emergency call** option.

Emergency call

3. Press the **Select** soft key.

Select

4. Press the **Up** or **Down** key to highlight the **Message** option.

Message
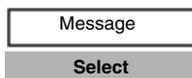
Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to enter the text of the emergency message.

Save

7. Press the **Save** soft key.

8. Configure the emergency call number to which to send the message.
    To configure an emergency call number, follow the steps in "Configuring an emergency call number" (page 207).

CLR

9. Press the **Clr** key one or more times to return to the idle display.

Mandown configuration (4075 only)

When the Mandown feature is enabled, the handset constantly monitors its vertical position using the built-in motion sensor. If the handset tilts towards horizontal and remains in that position for a configured period of time (the "mandown call delay"), the handset sets the Mandown condition. If you do not cancel the Mandown condition within a configured period of time (the "prealarm time"), the handset automatically sends a mandown call or text message, as follows:

•   If you do not enter a message when configuring the Mandown feature, the handset dials the Mandown call number.

• If you enter a Mandown text message (up to 160 characters in length), the handset sends that message to the configured number.

Attention: You can configure Mandown to send text messages only if your system supports this feature. Contact your system administrator to determine if you can use this feature. After you send a message, the handset stores the message in the text message list. For more information, see "Messaging" (page 107).

Note 1: If you want to cancel the Mandown condition, you must deliberately clear it; the handset does not automatically cancel the Mandown condition if you return the handset to its vertical position.

Note 2: You can configure the LED indicator to flash when the Mandown condition is detected. If you manually clear the mandown condition before the prealarm time elapses, the LED indicator turns off; otherwise the LED indicator continues to flash until the handset places the mandown call or message. See "Configuring the LED Indicator (4075 only)" (page 164) for more details.

Note 3: The Mandown feature is separate from the Emergency Call feature, and you must configure it separately.

	CAUTION
⚠️	The Mandown feature only functions when the handset is in idle mode. If the handset is in any other mode (for example, if you are in a call) the Mandown feature is unavailable.

Activating or deactivating Mandown

To activate or deactivate the Mandown feature, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Mode** option.

Mode

Select   5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to select the required option

   • on - to activate mandown feature

   • off - to deactivate Mandown feature

Select   7. Press the **Select** soft key to apply the changes.

8. Press the **Clr** key one or more times to return to the idle display.

Configuring the Mandown call number

To configure the number the handset calls in the event of a Mandown event, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call

Select   3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Number** option.

Number

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to highlight **Lookup contact**, press the **Select** soft key, press the **Up** or **Down** key to highlight the required number from your contacts list, and press the **Select** soft key.

Lookup contact

Select

Select

OR

OR

Press the **Up** or **Down** key to highlight **Enter Number**, press the **Select** soft key, use the **Dialpad** to enter or edit the number, and press the **Save** soft key.

Enter number

Select

Save

7. Press the **Clr** key one or more times to return to the idle display.

Create a Mandown text message

To compose a text message that the Mandown feature sends instead of the Mandown call, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Message** option.

Message

Select

5. Press the **Select** soft key.

6. Use the **Dialpad** to enter the text of the emergency message.

Save

7. Press the **Save** soft key.

8. Configure the emergency call number to which to send the message.

9. Press the **Clr** key one or more times to return to the idle display.

When the Mandown call Auto answer option is enabled, the handset automatically answers the next incoming call after the Mandown notification is performed, and enables the speaker and handsfree profile.

Attention: If you configure a text message for Mandown, the Auto answer feature does not apply to Mandown calls.

Enabling Mandown Auto answer

To enable Auto answer for a Mandown call, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Auto answer** option.

Auto answer

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to select the required option:

— on - to activate auto answer feature

— off - to deactivate auto answer feature

Select

7. Press the **Select** soft key to apply the changes.

8. Press the **Clr** key one or more times to return to the idle display.

Configuring Mandown call Delay

To control how long the handset waits after it detects that the handset has left the vertical orientation before it sets the Mandown condition, configure the Mandown Call Delay using the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Delay** option.

Delay

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to select the required option:

— off - to disable the delay.

— 5s

— ...

— 240s - to define a delay period in seconds.

Select

7. Press the **Select** soft key to apply the changes.

8. Press the **Clr** key one or more times to return to the idle display.

Configuring Mandown call Prealarm time

To control how long the handset waits after it sets the Mandown condition before dialling the Mandown call number or sending the Mandown text message, configure the Mandown call Prealarm time using the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Mandown call** option.

Mandown call
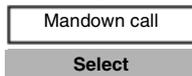
Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the **Prealarm time** option.

Prealarm time

Select

5. Press the **Select** soft key.

6. Press the **Up** or **Down** key to select the required option:

   — off - to disable the prealarm.

   — 5s

   — ...

   — 240s - to define a delay period in seconds.

Select

7. Press the **Select** soft key to apply the changes.

8. Press the **Clr** key one or more times to return to the idle display.

Activating the Silent charging feature

Activate the Silent charging feature if you do not want the handset to ring or vibrate while in the charger. Operation returns to normal when you lift the handset from the charger.

	CAUTION
⚠	If you configure your handset to use Silent charging, any Alarms you configure cannot provide an audible alert while the handset is on the charger.

To activate the Silent charging feature, perform the following steps:

1. Open the **Calls** menu using the steps in "Accessing the call settings menu" (page 196).

2. Press the **Up** or **Down** key to highlight the **Silent charging** option.

Silent charging

Select

3. Press the **Select** soft key.

Off

Discon.

Silent

4. Press the **Up** or **Down** key to select the required option:

    —   **Off** to disable silent charging

    —   **Discon.** to disconnect from the CS 1000 system while in the charger

    —   **Silent** to turn off the vibrator and ringer while in the charger

    Attention: Auto-answer mode remains active when you select the **Silent** option.
    Even if you choose Silent charging, the handset continues to ring when you place it in the charger.

Select

5. Press the **Select** soft key to apply the changes.

6. Press the **Clr** key one or more times to return to the idle display.

Connectivity settings

You can configure the connectivity settings for your handset as follows:

*   Register
    For information about registering the handset, see "Subscribing the handset to a DECT system" (page 47).

*   Deregister
    For information about deregistering the handset, see "Deregistering the handset" (page 51).

- Selecting a network
  For information about selecting a network, see "Manually selecting the DECT system" (page 49).

- Bluetooth wireless technology

Attention: Support for Bluetooth wireless technology is available on the Avaya 4070 and 4075 DECT Handsets only.

For more information about configuring Bluetooth wireless technology, see:

— "Bluetooth wireless technology module installation" (page 234)

— "Bluetooth wireless technology headset installation" (page 238)

Accessing additional features using FFC or SPRE codes

Attention: FFC and SPRE codes are not applicable to SIP DECT system.

Use Flexible Feature Codes (FFC) and Special Prefix (SPRE) codes to access additional features. Contact your system administrator to check if these features are available for your use. You can use the two types of codes as follows:

- **FFC codes—**dial an FFC to access some of your handset features. To use an FFC, enter the FFC and press the **Call** key**.**

- **SPRE codes—**dial a SPRE code plus a one- or two-digit number to access some of your handset features. The SPRE codes are unique to your system; however, the digits that follow the SPRE are fixed. For example, dial SPRE + 74 to forward all your calls to another number.

To access additional features using FFC or SPRE codes:

1. Use the **Dialpad** to enter the FFC or SPRE code while the handset is idle.

2. Press the **Call** key.

Attention: Contact your system administrator for the specific FFC and SPRE code numbers.

Use the following table to record FFC or SPRE codes for features available on your system, based on the information provided by your system administrator.

Table 16: FFCs and SPRE codes

FFC or SPRE code	Feature
	Call Forward— to activate
	Call Forward— to deactivate

Handset accessories

This section describes the accessories that you can use with your handset:

Available accessories

The following table lists the accessories available for the Avaya 4027, 4070, and 4075 DECT Handsets.

Table 17: List of accessories

Item	Description	Order code
Multi Charger (for 4027 and 4070)	Multi Charger allows you to charge up to eight Avaya 4027 and 4070 DECT Handsets. Universal AC Adapter included.	N0162958
Desktop Charger (for 4027 and 4070)	Desktop Charger for Avaya 4027 and 4070 DECT Handsets.	N0162957
AC Adapter Int (for 4027 and 4070)	AC Adapter for Desktop Charger—International mains plug.	N0162959

Item	Description	Order code
AC Adapter UK (for 4027 and 4070)	AC Adapter for Desktop Charger—UK mains plug.	N0162962
AC Adapter ANZ (for 4027 and 4070)	AC Adapter for Desktop Charger—Australia and New Zealand mains plug.	N0162961
Battery Pack (for 4027 and 4070)	Extra handset battery pack for Avaya 4027 and 4070 DECT Handsets.	N0165276
Belt Clip (for 4027 and 4070)	Extra belt clip for Avaya 4027 and 4070 DECT Handsets.	N0162963
Handset Carry Case (for 4027 and 4070)	Carry case for Avaya 4027 and 4070 DECT Handsets.	N0162964
Multi Charger (for 4075)	Multi Charger allows you to charge up to six Avaya 4075 DECT Handsets. Universal AC Adapter included.	N0206073
Desktop Charger (for 4075)	Desktop Charger for Avaya 4075 DECT Handsets.	N0206072
AC Adapter Universal (for 4075)	AC Adapter for Desktop Charger—universal mains plug.	N0206074
Battery Pack (for 4075)	Extra handset battery pack for Avaya 4075 DECT Handsets.	N0206076
Belt Clip (for 4075)	Extra belt clip for Avaya 4075 DECT Handsets.	N0206075
Horizontal Handset Carry Case (for 4075)	To carry the Avaya 4075 DECT Handset horizontally.	N0206788

Item	Description	Order code
Vertical Handset Carry Case (for 4075)	To carry the Avaya 4075 DECT Handset vertically.	N0206789
MEM Card	Replacement memory (MEM) card for Avaya 4027, 4070 and 4075 DECT Handsets.	N0162965
Headset	Headset for Avaya 4027, 4070 and 4075 DECT Handsets.	A0550712
Bluetooth wireless technology Module	Bluetooth wireless technology module for the Avaya 4070 and 4075 DECT Handsets.	N0162966

Belt clip

You can use the belt clip to fasten the handset on a belt (swivel belt clip), shirt, or coat pocket (executive clip).

Installing the belt clip

To install the belt clip, perform the following steps:

1. Place the handset face down on a flat surface.

2. If you have a Avaya 4075 DECT Handset, unscrew the belt clip compartment cover, install the belt clip and tighten the screws.

   If you have an Avaya 4027 or 4070 DECT Handset, go to step 3.

3. Use the plastic tool to unlock the fastening of the belt clip compartment cover as shown in Figure 17.

   The plastic tool is shipped in the box with the handset.

4. Slide out the belt clip compartment cover.

5. Remove the plastic tool.

6. Install the swivel belt clip as shown in Figure 18 or the executive clip as shown in Figure 19.

Figure 17: Using plastic tool (only for 4027 and 4070)

Plastic tool

Belt clip
compartment
cover
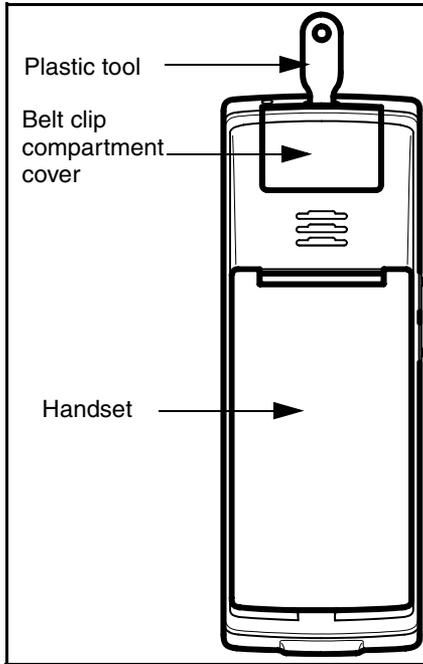
Handset

Figure 18: Installed swivel belt clip (only for 4027 and 4070)

Swivel belt
clip
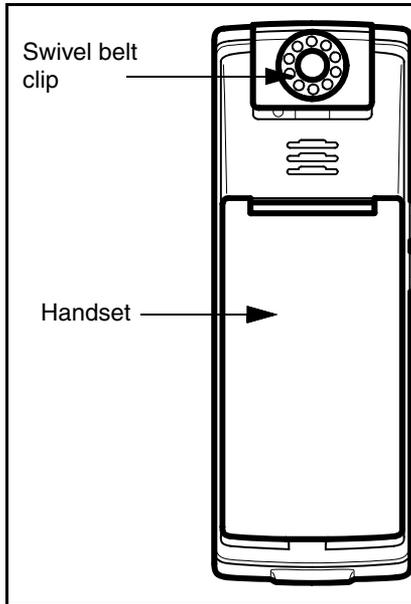
Handset

Figure 19: Installed executive clip

Executive
clip
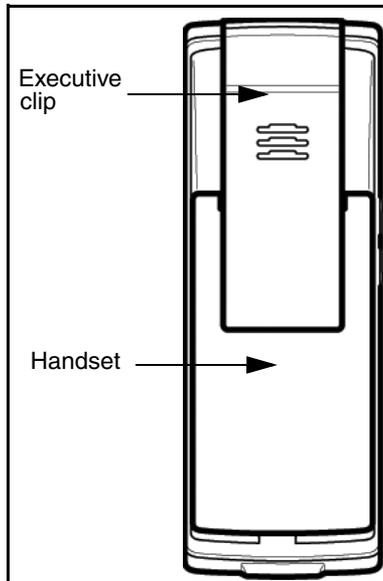
Handset

Uninstalling the belt clip

To uninstall the belt clip, perform the following steps:

1. Place the handset face down on a flat surface.

2. If you have an Avaya 4075 DECT Handset, unscrew the belt clip, install the belt clip compartment cover and tighten the screws.

    If you have an Avaya 4027 or 4070 DECT Handset go to step 3.

3. Use the plastic tool to unlock the belt clip fastening.

    The plastic tool is shipped in the box with the handset.

4. Slide out the belt clip.

5. Remove the plastic tool.

6. Install the belt clip compartment cover as shown in Figure 20.

Figure 20: Belt clip compartment cover

Belt clip
compartment
cover
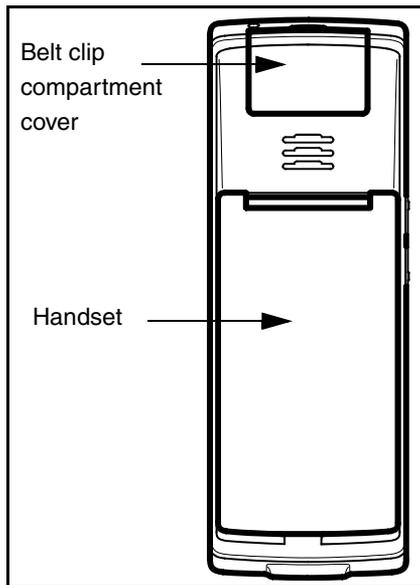
Handset

Installing the headset

To use the optional wired headset with your Avaya 4027, 4070, or 4075 DECT Handset, install it as shown in the following figure.

Note: (4075 only) The headset jack is covered by a protective plug. Remove it before installing the headset.

Figure 21: Installing the headset

Headset connector

Headset
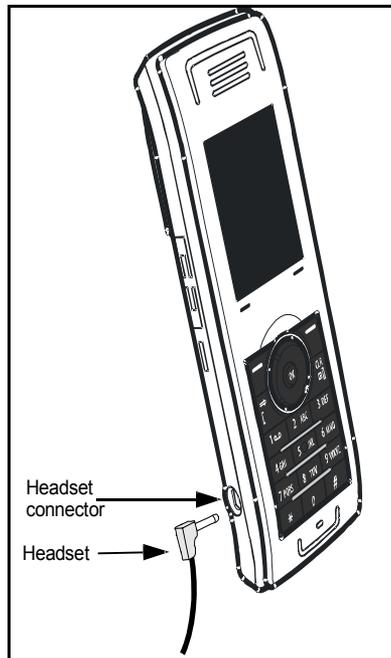
Removing and installing the battery pack (4075 only)

Use the following steps to remove and install the battery pack and cover:

1. Place the handset face down on a flat surface.

2. Unlock the battery cover as shown in Figure 22.

3. Remove the battery compartment cover.

4. If you need:

    to install a memory (MEM) card, see "MEM card installation and removal" (page 231);

    to install a Bluetooth wireless technology module, see "Bluetooth wireless technology module installation" (page 234);

    to charge the battery pack refer, see "Charging the battery pack (4075 only)" (page 229).

5. Install the battery pack, pushing it into the casing as shown in Figure 23.

6. Press the battery pack down until it locks.

7. Install the battery cover and lock it.

Figure 22: Unlocking the battery cover
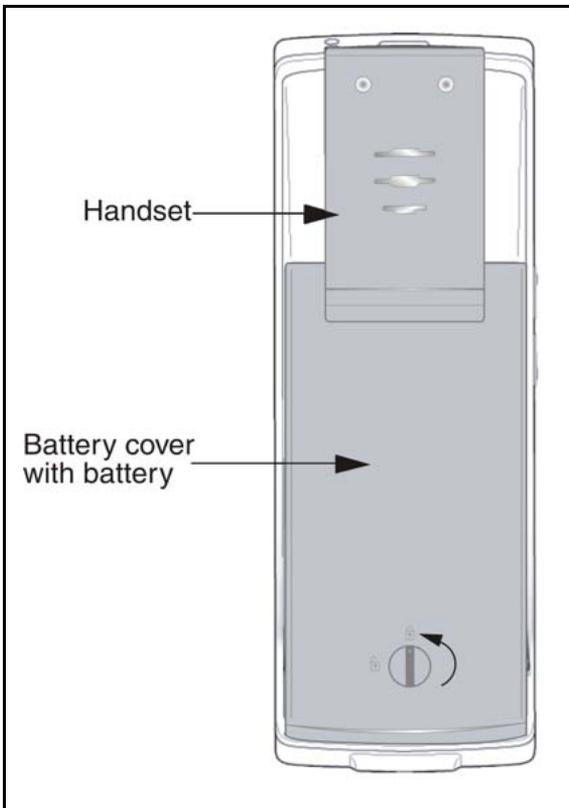
Figure 23: Installing the battery pack
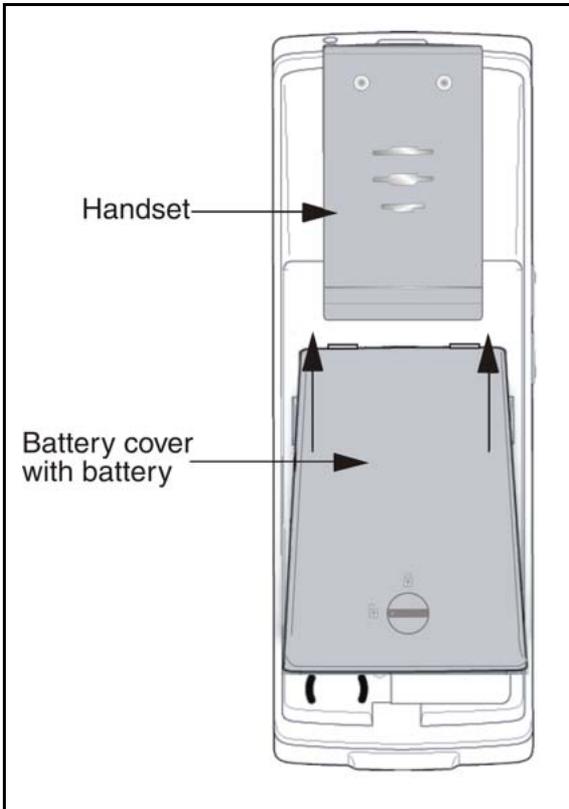
Charging the battery pack (4075 only)

You can charge the battery for your Avaya 4075 DECT Handset without having the battery installed in the handset.

Use the following steps to charge the battery pack:

1. If the battery pack is installed in the handset, remove it. See "Removing and installing the battery pack (4075 only)" (page 227) for more information.
2. Remove the plastic cover that protects the battery charger slot.

3. Insert the battery pack into the charger slot as shown in Figure 24.

Attention: Insert the battery pack in the same orientation as it is shown in the figure, otherwise the battery pack cannot charge. When the battery pack is correctly inserted, the indicator lamp lights.

When the battery pack is fully charged, the indicator lamp goes out.

4. Remove the battery pack from the charger, and replace the protective plastic cover over the battery charger slot.

5. Install the battery pack in the handset. See "Removing and installing the battery pack (4075 only)" (page 227) for more information.

Figure 24: Charging the battery pack
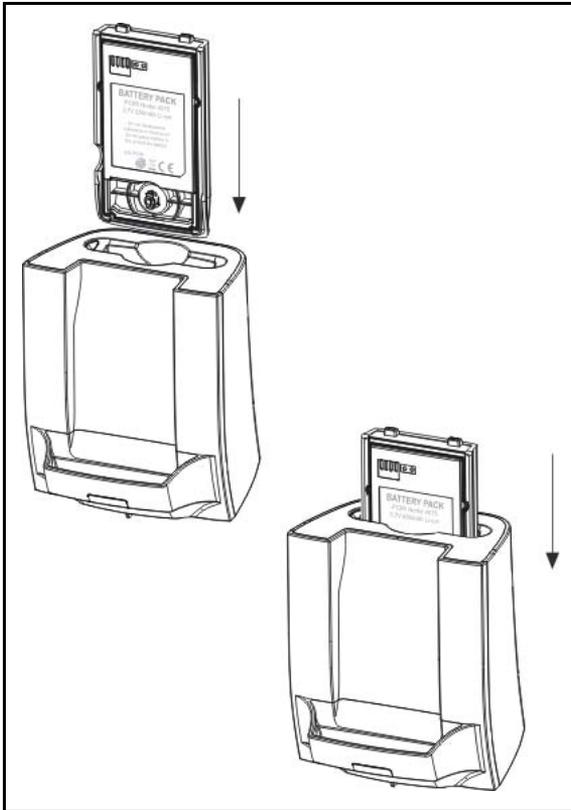
MEM card installation and removal

You can install an optional removable memory (MEM) card in your Avaya 4027, 4070, or 4075 DECT Handset. The MEM card allows you to personalise your handset.

Attention: You can operate your handset without a MEM card. An installed MEM card allows you to personalise the handset and retain subscriber data. As well, using a MEM card makes it much easier for you to transfer your data, such as contacts, calendar entries, messages, and call filter information, to another handset.

If you install a blank MEM card, the handset automatically copies configuration data to the MEM card. When this happens, the DECT subscriptions of the handset are copied onto the MEM card and removed from the handset memory. This ensures that two handsets never have identical subscription data.

If you install a MEM card that already contains configuration data for an Avaya 4027, 4070, or 4075 DECT Handset, the configuration data on the MEM card is used, and any configuration data already on the handset is ignored. The parameters stored in the handset memory are not affected, including existing subscriptions that are stored in the handset memory.

Once you have installed the MEM card, all configuration changes, contacts, messages, call entries, calendar items, and new call filter entries are stored on the MEM card only -- not in the handset memory. The parameters that are stored in the handset memory remain intact but are not accessible unless you remove the installed MEM card from the handset.

Attention: You can erase the contents of the MEM card using "Resetting the MEM card" (page 172). If you do so, the subscription information stored on the MEM card is lost, and you must re-subscribe your handset to the DECT system. Any configuration changes, contacts, messages, call entries, calendar items, and call filter items you added after installing the MEM card in the handset are lost.

You must remove the battery pack before you can remove or install the MEM card. Reinstall the battery pack after you remove or install the MEM card. The MEM card tray is under the battery pack on the back of the handset.

Extracting the MEM card from the frame

To install the MEM card into the handset, you must extract it from the frame.

Attention: A new MEM card is delivered in a larger frame; use the following procedure to remove it from the frame before you install it into the handset.

To extract the MEM card from the frame, perform the following step:

1. Remove the MEM card from the frame as shown in the following figure.

Figure 25: Extracting the MEM card from the frame
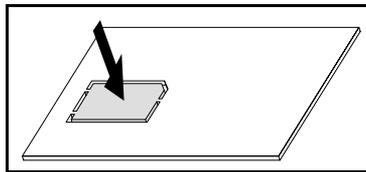
Attention: When you remove the MEM card from the frame, do not touch the metal contacts.

Installing the MEM card

To install the MEM card in the handset, perform the following steps:

1. Place the handset face down on a flat surface.

2. Remove the battery compartment cover and the battery.

   Note: For information about removing the Avaya 4027 or 4070 DECT Handset battery compartment cover, see "Installing the battery pack (4027 and 4070 only)" (page 18).

Note: For information about removing the Avaya 4075 DECT Handset battery compartment cover, see "Removing and installing the battery pack (4075 only)" (page 227).

3. Slide in the MEM card from under the two small crescents and press it, as shown in Figure 26.

4. Ensure that you have inserted the MEM card completely.

Figure 26: Installing the MEM card
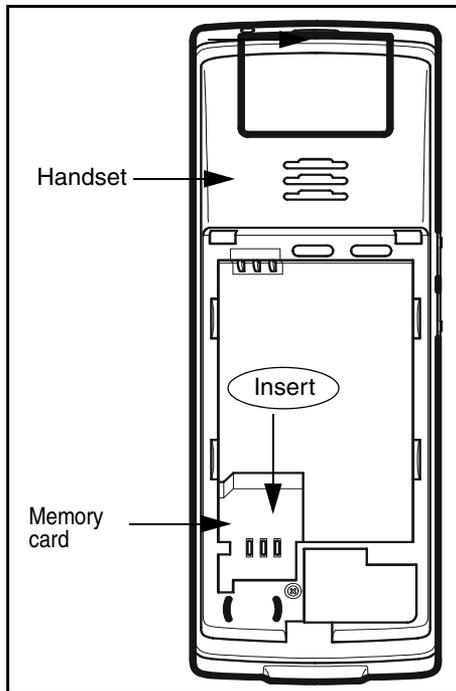
Removing the MEM card

To remove the MEM card from the handset, perform the following steps:

1. Place the handset face down on a flat surface.

2. Remove the battery compartment cover and the battery.

3. Slide out the MEM card under the two small crescents, as shown in Figure 27.

Figure 27: Removing the MEM card

Handset

Memory
card

Pull
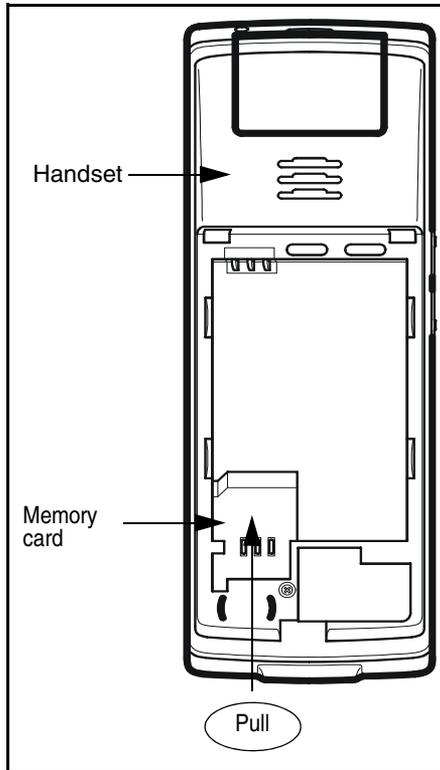
Bluetooth wireless technology module installation

Your Avaya 4070 and 4075 DECT Handsets are equipped with a radio system to support Bluetooth wireless technology enabled headsets. Ensure that you are familiar with the operation of the navigation keys

before you attempt to use Bluetooth wireless technology. For more information about handset controls, see "Handset controls" (page 35).

Attention: This feature is available on the Avaya 4070 and 4075 DECT Handsets only. Contact your system administrator to determine if you can use the Bluetooth wireless technology feature with your handset.

To install or remove the Bluetooth wireless technology module, you must remove the battery pack.

Installing the Bluetooth wireless technology module on your Avaya 4070 or 4075 DECT Handset

To install the Bluetooth wireless technology module on your Avaya 4070 or 4075 DECT Handset, perform the following steps:

1. Place the handset face down on a flat surface.

2. Remove the battery compartment cover and the battery.

   Note: For information about removing the Avaya 4027 or 4070 DECT Handset battery compartment cover, see "Installing the battery pack (4027 and 4070 only)" (page 18).

   Note: For information about removing the Avaya 4075 DECT Handset battery compartment cover, see "Removing and installing the battery pack (4075 only)" (page 227).

3. Slide the Bluetooth wireless technology module into the compartment as shown in Figure 28.

   Note: On the Avaya 4075 DECT Handset, the Bluetooth wireless technology compartment is oriented 90 degrees clockwise in comparison to Avaya 4070 DECT Handset.

4. Replace the cover after you reinstall the battery pack as shown in Figure 2.

Figure 28: Bluetooth wireless technology module installed
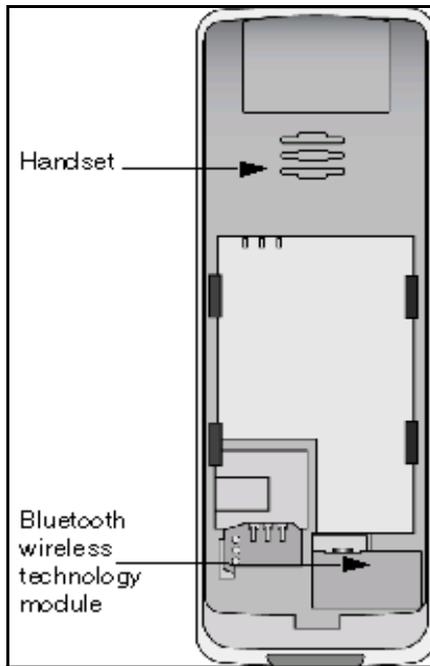
Removing the Bluetooth wireless technology module from your Avaya 4070 or 4075 DECT Handset

To remove the Bluetooth wireless technology module from your Avaya 4070 or 4075 DECT Handset, perform the following steps:

1. Place the handset face down on a flat surface.

2. Remove the battery compartment cover and the battery.

   Note: For information about removing the Avaya 4070 or 4075 DECT Handset battery compartment cover, see "Installing the battery pack (4027 and 4070 only)" (page 18).

   Note: For information about removing the Avaya 4075 DECT Handset battery compartment cover, see "Removing and installing the battery pack (4075 only)" (page 227)

3. Pull the Bluetooth wireless technology module from the compartment as shown in Figure 29.

Note: On the Avaya 4075 DECT Handset, the Bluetooth wireless technology compartment is oriented 90 degrees clockwise in comparison to Avaya 4070 DECT Handset.

4. Reinstall the battery pack as shown in Figure 2.

5. Replace the battery cover.

Figure 29: Bluetooth wireless technology module removed
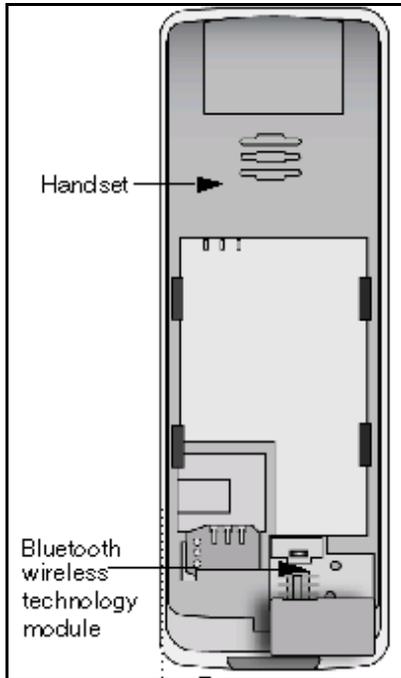
Bluetooth wireless technology headset installation

You can install a Bluetooth wireless technology headset on your handset.

The following table describes the Bluetooth wireless technology headset status icons.

Table 18: Bluetooth wireless technology headset status

Icon	Description
	Connected
	Disconnected
	In conversation

This section describes the following tasks:

Accessing the Bluetooth wireless technology configuration menu

To access the Bluetooth wireless technology configuration menu, perform the following steps:

Menu	1. Press the **Menu** soft key to access the Main menu.

2. Press the **Up** or **Down** key to highlight the **Settings** icon.

Select   3. Press the **Select** soft key.

4. Press the **Left** or **Right** key to choose the **Connectivity** option.

5. Press the **Up** or **Down** key to highlight the **Bluetooth** option.

Bluetooth

Select   6. Press the **Select** soft key.

Enabling and disabling Bluetooth wireless technology connectivity

To enable and disable Bluetooth wireless technology connectivity, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu using the steps in "Accessing the Bluetooth wireless technology configuration menu" (page 238).

2. If the first menu option is **Disabled**, press the **Select** soft key, and then press the **Yes** soft key to enable Bluetooth wireless technology.

   OR

   If the first menu option is **Enabled**, press the **Select** soft key, and then press the **Yes** soft key to disable Bluetooth wireless technology.

3. Press the **Clr** key one or more times to return to the idle display.

Adding a Bluetooth wireless technology headset

To add a Bluetooth wireless technology headset, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu using the steps in "Accessing the Bluetooth wireless technology configuration menu" (page 238).

2. If Bluetooth wireless technology is disabled, enable it using the steps in "Enabling and disabling Bluetooth wireless technology connectivity" (page 240).

3. Start pairing mode on your Bluetooth wireless technology headset (see the headset documentation).

Search for devices

4. Press the **Up** or **Down** key to highlight the **Search for devices** option.

Attention: If the search process is successful, proceed to step 5. If the search is unsuccessful, repeat steps 3 to 4.

Pair

5. Press the **Pair** soft key and add the headset.

6. Use the **Dialpad** to enter the PIN code of your Bluetooth wireless technology headset (see the headset documentation).

Connect

7. Press the **Connect** soft key to connect the device.

8. Press the **Clr** key one or more times to return to the idle display.

Connecting and disconnecting a paired Bluetooth wireless technology headset

Once you have added a Bluetooth wireless technology headset, the headset automatically connects to the DECT Handset when the two devices are active, and are in range of each other. The DECT Handset disconnects the Bluetooth wireless technology headset if the handset is inactive or out-of-range.

To manually connect or disconnect a Bluetooth wireless technology handset, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu using the steps in "Accessing the Bluetooth wireless technology configuration menu" (page 238).

Paired devices

2. Press the **Up** or **Down** key to highlight the **Paired devices** option.

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the required device.

Connect

Discon.

5. Press the **Connect** or **Discon**. soft key to connect or disconnect the headset.

6. Press the **Clr** key one or more times to return to the idle display.

Deleting a Bluetooth wireless technology headset

To delete a Bluetooth wireless technology headset, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu using the steps in "Accessing the Bluetooth wireless technology configuration menu" (page 238).

Paired devices

2. Press the **Up** or **Down** key to highlight the **Paired devices** option.

Select

3. Press the **Select** soft key.

4. Press the **Up** or **Down** key to highlight the required device.

More

5. Press the **More** soft key.

6. Press the **Up** or **Down** key to highlight the **Delete** option.

Delete

Yes

7. Press the **Yes** soft key to confirm the deletion.

8. Press the **Clr** key one or more times to return to the idle display.

Terms you should know

Avaya Communication Server 1000 (Avaya CS 1000)

Your office Private Branch Exchange system.

DECT

Digital Enhanced Cordless Telecommunications

Directory Number (DN)

A number that consists of one to seven digits for a telephone. Also known as an extension number.

Flexible Feature Code (FFC)

Specialised codes entered using the dialpad that enable features (for example, Ring Again).

Key lock

A feature used to disable key input and prevent accidental operation.

Long Press

Press and hold a key for 2 seconds and then release it.

MEM card

A removable memory card (storage device) for contacts, messages, call logs, and subscriptions.

SIP DECT

Avaya VoIP DECT system that uses the SIP protocol to establish calls.

Soft keys

Two keys located below the display, that have different functions and labels depending on the current operational mode of the handset

System or Switch

Your office communication system.

Traditional DECT

Avaya DECT system based on DMC cards.

Voice mail

A system that allows you to exchange spoken messages with other users.

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