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Important safety information

Handset information

Read the following information before you use the handset.

Make sure the adapter voltage is the same as the electrical outlet voltage.

The C4012 handset uses radio signals and does not guarantee a connection in all circumstances. Do not rely on a cordless telephone to make emergency calls.

Never use your handset:

- in the vicinity of electrical detonators
- in shielded rooms
- in areas where radio transmission is forbidden
- in aircraft

Do not place a handset near:

- water, moisture, or damp areas
- heat sources, direct sunlight, or unventilated areas
- devices that generate strong magnetic fields such as electrical appliances, fluorescent lamps, computers, radios, televisions or fax machines
- areas where the handset can be underventilated or exposed to liquid, or exposed to the insertion of foreign objects
- areas with excessive dust, vibration, shock, or temperature

Do not cover the handset. Do not insert foreign objects in the handset.

Check for small metal objects in the C4012 handset earpiece and mouthpiece before using the handset.

Do not locate flammable liquids, gases, or explosive materials in the same compartment or vicinity as the cordless handset, its parts, or its accessories.

Battery information

Read the following information before you handle the batteries:

- Do not replace the batteries in potentially explosive environments, such as rooms containing flammable liquids or gases.
- Do not charge the batteries unless you use the supplied charger and the proper batteries.
- Do not let the battery or the charger come into contact with conductive metal objects.
- Do not dispose of the batteries in a fire.

Battery installation

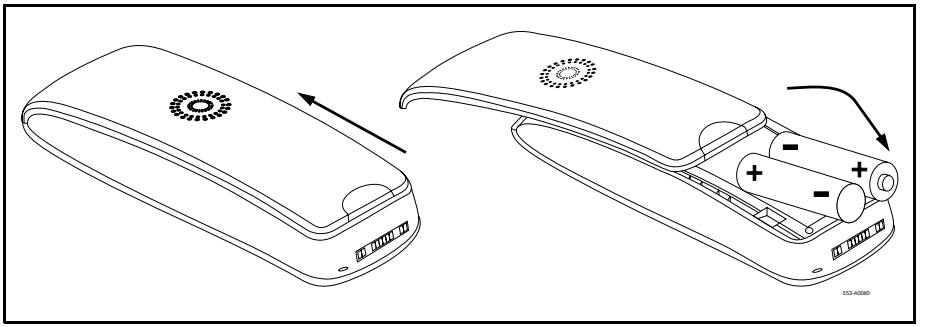
The C4012 handset uses two NiMH (Nickel-Metal Hydride) rechargeable AA 700 mAh batteries.

Do not use disposable AA batteries.

Battery replacement

To insert and remove the batteries:

1. Push the rear side of the handset upward.
2. Insert or remove the batteries.



Battery charging

Comply with the following:

- Charge the batteries for at least 14 hours before using the handset for the first time.

- Charge the handset on a regular basis.
- Do not connect an unused handset to the charger for more than one month.

Charging and operating times

Charging time to full capacity:

- Empty batteries: approximately 12 hours
- Unknown status: approximately 14 hours

Talk time: up to 10 hours (with fully charged batteries).

Standby time: up to 100 hours (with fully charged batteries).

A fully charged handset, when switched off, discharges in approximately one week.

The handset display screen shows battery charge status.

Battery charge status

The following symbols indicate battery charge status when the handset is not in the charger:

	fully charged (75 - 100%)
	50 - 75%
	25 - 50%
	0 - 25%
	(frame flashes) empty: alert tone has been given.
	(blocks and frame flashes): status unknown.

When the batteries are replaced, the status does not appear on the display screen until the replaced batteries are charged.

When ten minutes of battery standby time remains, the handset emits three short beeps. If you are in the middle of a call, you can talk up to three minutes before the handset switches off.

Initial Setup

Plug the charger into the electrical outlet.

Place the handset in the charger. **Charging** appears on the handset display.

Cleaning the C4012 handset

When cleaning the handset and charger, disconnect the charger from the electrical outlet.

Wipe the handset and charger using an anti-static cloth, or a slightly moistened soft chamois leather. Dry with a soft cloth.

Clean the charging contacts on the handset and charger with a lint-free cloth.

Caution

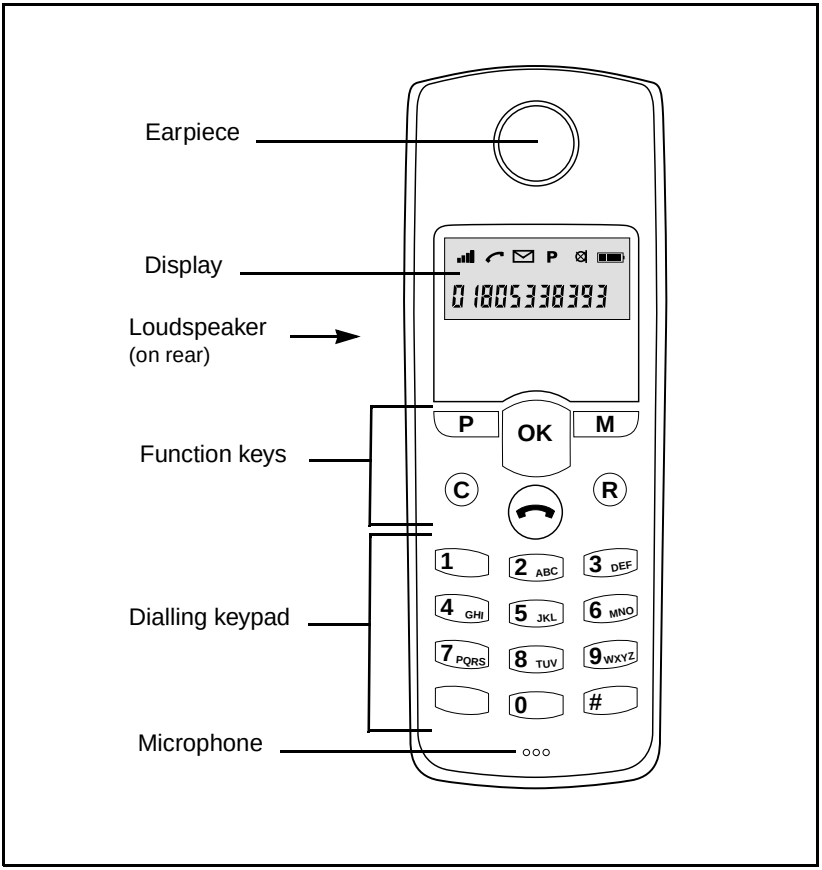
Never use cleaning agents or solvents on the handset or charger.

Registering the C4012 handset

Register the handset on the DECT system as described in “Subscribing the C4012 handset” on page 18.

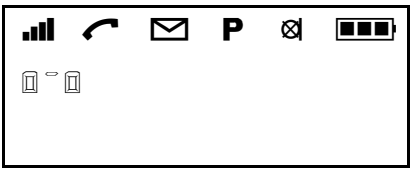
The handset can operate on up to five different DECT systems, if registered on each system.

C4012 handset features



Handset display screen

The display uses icons, numbers, and letters to show the current connection status or the respective programming status:



Handset icons

The handset icons have the following meanings:

	Signal strength displays in increments of 0, 25, 50, 75, and 100%.
	Connection status, incoming call (flashes).
	Call in absence (appears in Caller List).
	Message waiting.
P	Programming mode and speed-dial.
	Microphone off (mute).
	Battery charging status (see “Battery charge status” on page 7).

Handset keys

The handset keys have the following functions:

P	Starts programming. Acts as scroll key within redial list, caller list, and shortcut list.
M	Activates and deactivates speech monitoring.
C	Removes digits from right to left (backspace).
R	Recalls key for PABX facilities.
OK	Confirms entries and actions.
	Calls and accepts call (corresponds to the function ePickup/Put-down receiver).
1 ... 0, *, #	Enters numbers and characters.

Handset audio signals

Acknowledgement signal (programming successful):

Warning signal (entry error)/Leaving radio range:

Using the C4012 handset

Switching the handset on/off

To switch the handset on, press OK for more than 2 seconds or place the handset in the charger.

To switch the handset off, press OK for more than 2 seconds when the handset is in an idle state.

Locking/unlocking the keypad

To prevent accidental operation, press P * to lock the keypad. The display shows --------. To unlock the keypad, repeat the above procedure or place the handset in the charger.

When the key lock is active, calls can be answered normally. To use other handset keys during a call, unlock the handset as described above.

Switching speech monitoring on/off

During a conversation, speech monitoring activates the loudspeaker, enabling you to hear the other party without placing the handset to your ear.

To toggle speech monitoring on or off, press M.

Changing the speaker and loudspeaker volume

During a call and in idle state, the speaker and loudspeaker volume can be changed (low/high—effective for speaker and loudspeaker).

To toggle the speaker and loudspeaker volume, press P #. The last selection is remembered and valid.

Muting the microphone and ringer

To mute the microphone, press C.

To mute the ringer during alerting, press C.

Making a call

There are two ways to make a call:

1. Dialing: Press ⌒ and enter the phone number.
2. Pre-dial: Enter the phone number and press ⌒.

   To correct an entry during pre-dial, press ⓒ to delete individual digits.

   Press ⓒ for a longer period to delete the whole phone number.

Making a call from the last number redial list/caller list

Your handset contains a list (redial list) of 10 memory slots that stores the most recently dialled numbers and the most recent incoming calls, depending on call number transmission from the Meridian PBX.

The first displayed number is either the number dialled most recently or the number of the last missed call.

If 10 call numbers are already stored and a new number is added to the list, the oldest number is automatically removed from the list.

Selecting a number from the list:

1. Press P with the handset in an idle state.

   The **P** icon flashes and the list displays.

2. Press P repeatedly to page through the list of numbers.

   To distinguish between dialled numbers and missed call numbers, missed call numbers are preceded by a C.

   After you dial a missed call number, that number goes to the top of the list, and the C is removed.

Dialling the selected number:

3. (Optional) To use pre-dial, press ⌒ for a longer period.

   The selected phone number is entered in pre-dial. Add digits to the beginning of the displayed phone number, as required. To terminate pre dial, press ⓒ for a longer period.

4. Press ⌒ to dial the number.

Leaving the list:

To leave the list before placing a call, press OK.

Making a call from the shortcut list

You can store up to 10 frequently called numbers in the speed-dialling memory. These numbers occupy memory slots 0…9.

To make a call from the shortcut list:

1. While the handset is in idle state, press P and the corresponding number under which the call number is stored.
2. (Optional) To use pre-dial, press ⌒ for a longer period.

   The selected phone number is entered in pre-dial. Add digits to the beginning of the displayed phone number, as required. To terminate pre dial, press ⓒ for a longer period.
3. Press ⌒ to dial the number.

Answering a call

The ringer and the flashing ✆ on the display indicate an incoming call. If CLID is available, the calling number displays. Without CLID, the display shows CALL---------.

To answer the call, press ⌒ or lift the handset from the charger.

To mute the ringer for this call only, press ⓒ. The ⊠ icon appears on the display and the caller continues to hear the ringing tone. To accept the call, press ⌒, if the caller is still connected.

Note: Answered calls are not stored in the caller list.

The ✉ icon appears when the incoming call is not answered and the initiator stops the call. The number is stored in the caller list.

Activate the list to delete the ✉ icon from the display.

Transferring a call

To transfer a call to another party:

1. Press Ⓡ to hold the first call.
2. Dial the transfer number.
3. Press ⌓ to transfer the call.

Conferencing

To use conferencing:

1. Press Ⓡ to hold the first call.
2. Dial the conference number.
3. When the conference party answers, press Ⓡ to join the on hold call to the conference.

Terminating a call

To terminate a call, press ⌓ or place the handset on the charger.

Programming the C4012 handset

Shortcut list

You can store up to 10 frequently called numbers in speed-dialling memory. These numbers occupy memory slots 0...9.

Adding a number:

1. Press P R P.
2. Press P until the desired location displays (01...10) or select the location number directly (where 0 = location 10).
3. Press OK to add the number.
4. Press C to remove incorrect entries.
5. Press OK to save the number and return to idle state.

Editing a number:

1. Press P R P.
2. Press P until the desired location displays (01...10) or select the location number directly (where 0 = location 10).
3. Press OK to edit the number.
4. Press C to remove incorrect entries (backspace).
5. Press OK to save the number and return to idle state.

Removing a number:

1. Press P R P.
2. Press P until the desired location displays (01...10) or select the location number directly (where 0 = location 10).
3. Press OK and C until the display is empty.
4. Press OK to save the number and return to idle state.

Ringer settings

You can program different ringer melodies and volumes.

Six ringer tones and five volume levels are available.

Setting the melody and volume:

1. Press P ® 7.
2. Press 1 ... 6 to select a melody.
3. Press 0, 7 ... 9, *, or # to set the ringer volume, where 0 = quiet.

Switching the ringer on/off:

Press P ® 8 to toggle the ringer on and off. The deactivated ringer is indicated by the ⊠ icon.

Key click

Press P ® 9 to enable or disable key click.

Accessing the Meridian PBX features

Enter the FFC and press ⌓ to access the Meridian PBX features while the handset is idle.

Press ® to access the Meridian PBX features during a call.

Flexible Feature Codes (FFC) — Dial an FFC code to access the handset features.

Special Prefix Codes (SPRE) — Dial a SPRE code plus a one or two digit number to access the handset features. The SPRE codes are unique to your system; however, the digits following the SPRE are fixed. For example, dial SPRE + 74 to call forward all calls to another number.

Ask your System Administrator for the FFC or SPRE codes.

Use the following table to enter your FFC or SPRE codes for each feature.

Feature	FFC or SPRE +
Call forward - to activate	
Call forward - to cancel	
Call park - to park a call	
Call park - to retrieve a call	

Subscribing the C4012 handset

The handset can be subscribed to a maximum of five DECT systems. If the handset is not subscribed or out-of-reach for a DECT system, **no Base** appears on the display.

Subscribing

With the handset in subscription mode, perform the following steps:

1. Press P ® 2.

   Pin appears on the display.

2. Enter the PIN code.

   Obtain PIN code from the DECT management system.

3. Press OK.

   The handset is subscribed.

Selecting/changing the handset ID

With the handset in subscription mode, perform the following steps:

1. Press P ® 3.

   Edit appears on the display.

2. Enter the number of the DECT system to name or edit.

   Name of system appears on the display. On the first use, C4012 is the default handset ID.

3. Enter the new handset ID using the keypad. This will overwrite the existing digits.

   You can edit digits by pressing C.

4. Press OK.

   The handset ID contains a maximum of six digits.

Selecting a DECT system

There are two ways to select a DECT system:

1. Automatically: Press P ® 4 and 0.
2. Manually: Press P ® 4 and choose the DECT system number (1...5).

De-subscribing

De-subscription is only possible for non-active subscriptions. The last subscription can be removed when out-of-coverage or by the DECT management system.

Deleting a DECT system

Press P ® 5 and select the DECT system number (1...5).

Only non-active subscriptions can be deleted. The last subscription can be removed when out-of-coverage or by the DECT management system.

Quick reference

Handset on/off		OK for longer than 2 seconds (toggle)
Keylock on/off		P * (toggle)
Monitoring on/off		M (toggle)
Volume	Speaker/ loudspeaker	P # (toggle)
Ringer settings		P R 7
	Melody	1 ... 6
	Volume	0, 7 ... 9, *, #, (0 = very quiet)
Subscription		P R 2 PIN code OK
	Handset ID	P R 3 DECT system (1 ... 5) OK New ID
	Auto select	P R 4 0
	Manual select	P R 4 DECT system (1 ... 5)
Key click on/off		P R 9