



Nortel Communication Server 1000

DECT 4027 and 4070 Handsets

User Guide



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Welcome to Nortel DECT 4027 and 4070 Handsets

Nortel Digital Enhanced Cordless Telecommunications (DECT) 4027 and 4070 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 DECT 4070 Handset offers a text-messaging facility to send and receive messages. The messaging feature is not enabled on the DECT 4027 Handset.

Nortel DECT 4027 and 4070 Handsets are compatible both with traditional DECT system (based on DMC cards) and new SIP DECT solution.

Feature overview

You can use the features of the Nortel DECT 4027 and 4070 Handsets to perform the following tasks:

- send and receive messages (only for DECT 4070 Handset)
- configure audio and display settings
- assign daily and recurrent alarms
- use the calculator and stopwatch

If the handsets are used as part of Nortel 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 (only for 4070)
- different ring melodies to distinguish between internal and external calls
- central directory

Regulatory and safety information

Read the following information before you use the Nortel DECT 4027 and 4070 Handsets.



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).



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 Nortel using the contact for End user and Private Product as shown in the following Web page:

http://www.nortel.com/corporate/community/environment/life_cycle/declarations.html



This product complies with IP50, according to IEC 60 529. Use only in countries where authorized.

Declaration of Conformity

Hereby, Nortel declares that the Nortel DECT 4027 and 4070 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 Nortel can make this equipment noncompliant with the applied requirements.

Nortel 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 use the handset, 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 centimetres 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. Install the accessories as described in the following sections:

- [“Installing the MEM card and Bluetooth module”](#) (page 17)
- [“Installing the battery pack”](#) (page 17)
- [“Installing the charger”](#) (page 19)
- [“Charging the batteries”](#) (page 21)
- [“Charge display”](#) (page 24)
- [“Switching the handset on or off”](#) (page 25)

Installing the MEM card and Bluetooth module

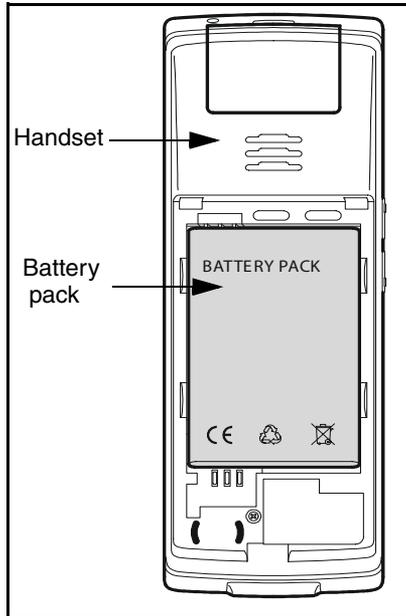
If your handset is supplied with a MEM card or Bluetooth module refer to the following section:

- [“Installing or removing the memory \(MEM\) card”](#) (page 190)
- [“Bluetooth module installation”](#) (page 194)

Installing the battery pack

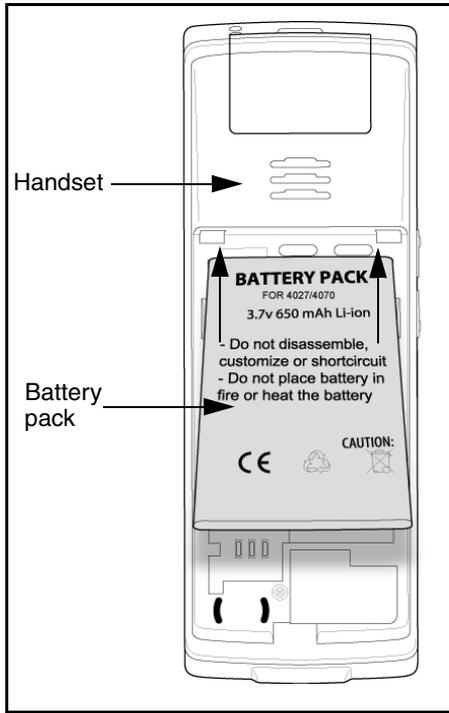
You must install the battery pack before you can use your handset. The battery compartment is on the back of the handset as shown in [Figure 1](#).

Figure 1: Battery pack



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

1. Place the handset facedown 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.

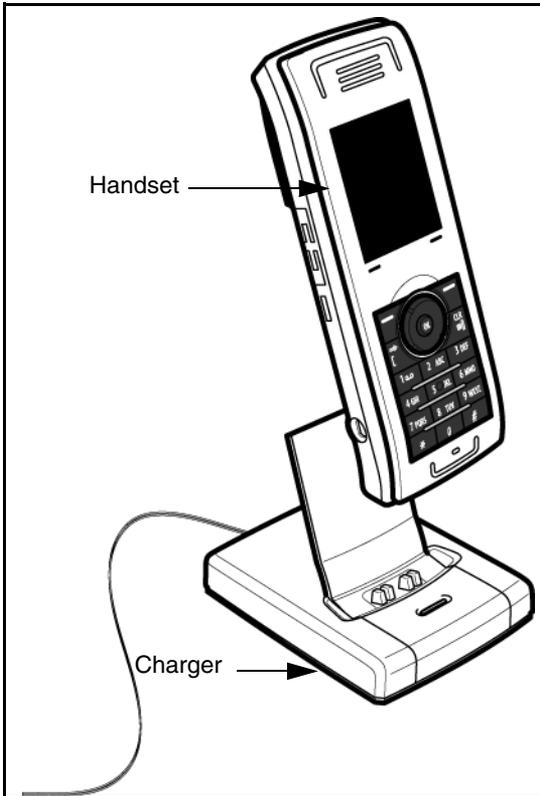
Figure 2: Installing the battery pack

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](#).

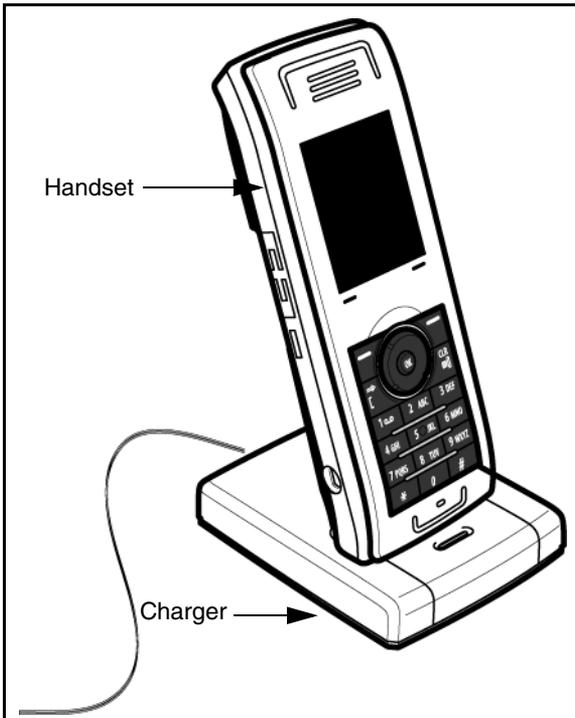
Figure 3: Installing the charger



Charging the batteries

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

Figure 4: Installed charger



CAUTION

The batteries become hot during the first charge cycle.

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

The DECT 4027 and 4070 Handsets use the CPC N0162957 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 with the DECT 4027 and 4070 Handset charger supplied with the handset.

Charging guidelines

Observe the following guidelines 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.
- The batteries attain maximum power output only after several charging and discharging cycles.
- Do not leave the handset connected to the charger for more than a month 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. You can disable the display to accelerate battery discharge. For more information about configuring power save, see [“Configuring power save” \(page 167\)](#).
- 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 Nortel provides or authorises.

Charge the batteries only with 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. Your handset displays the battery status accurately after charging for at least 6 hours.

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.

Attention: You require a mains connection to operate the charger.



CAUTION

Do not install the charger, handset, and accessories near the following:

- water, moisture, sources of heat, or direct sunlight
- devices that generate strong magnetic fields, electrical appliances, fluorescent lamps, computers, radios, televisions, and fax or telephone terminals
- areas where the handset can be covered or in excessive dust, and areas subject to vibration, shock, or extreme temperature fluctuations
- 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

The battery charge status appears on the display screen. When the battery is nearly discharged, the battery symbol flashes and a warning tone sounds. If you are on a call, approximately 3 to 5 minutes of talk time exists before the handset switches off. 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%

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

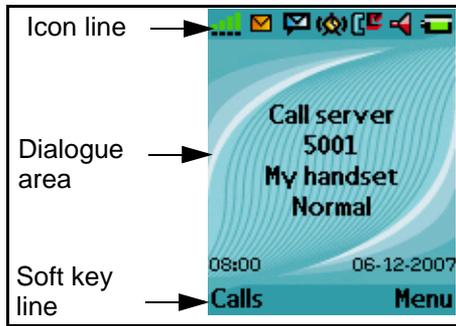
The DECT 4027 and 4070 Handsets include a Liquid Crystal Display (LCD) and dialpad backlight display.

The display screen includes the following three areas as shown in [Figure 5](#):

- “Icon line” ([page 26](#))
- “Dialogue area” ([page 27](#))
- “Soft key line” ([page 32](#))

The following figure shows the display screen.

Figure 5: Display screen



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. The 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 connection status (only for DECT 4070 Handset) Refer to Table 17 for Bluetooth connection status icons.
	New text message received Attention: This icon, if active, replaces the Bluetooth connection icon.

Table 2: Icon line icons

Icon	Description
	Voice message waiting indication
	Dialpad locked
	Activated alarm <hr/> Attention: This icon, if active, replaces the Dialpad locked icon. <hr/>
	Missed calls
	Ringer deactivated
	Caller filter (only for DECT 4070 Handset) <hr/> Attention: This icon, if active, replaces the Ringer deactivated icon. <hr/>
	Battery charge status. Refer to Table 1 for Battery status icons.

Dialogue area

The Dialogue area is the main area on the handset screen. It displays information according to the operational mode of the handset.

Idle mode

In Idle mode, the dialogue area displays the following information:

The following table shows the icons 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

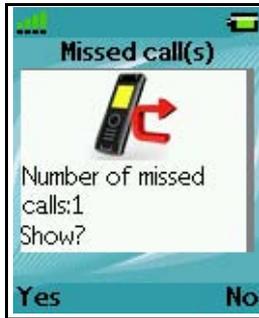
For more information about key functions, see [“Key functions in Call mode”](#) (page 36).

Dialogue mode

In Dialogue mode, the dialogue area displays dialogues.

The Missed call(s) screen is shown in [Figure 7](#).

Figure 7: Missed call(s) screen



For more information about key functions, see [“Key functions in Dialogue mode”](#) (page 37).

Menu mode

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

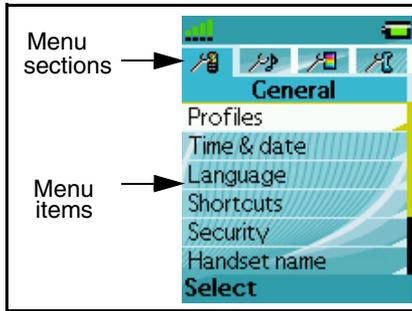
The following figure shows the Main menu screen.

Figure 8: Main menu screen



The following figure shows the General settings screen.

Figure 9: General settings screen



For more information about key functions see [“Key functions in Menu mode”](#) (page 38).

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 screen.

Figure 10: Contacts name editing screen



The following figure shows the Contact number editing screen.

Figure 11: Contacts number editing screen



The following figure shows the appointment Start date editing screen.

Figure 12: Appointment Start date editing screen



For more information about key functions, see [“Key functions in Edit mode”](#) (page 39).

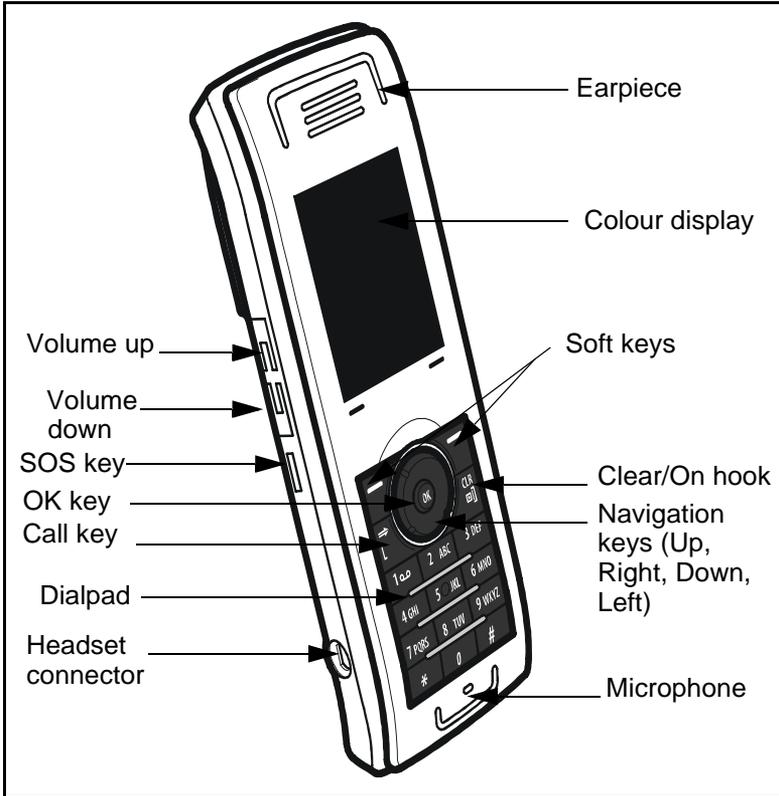
Soft key line

Soft keys appear below the handset dialogue area. The key functions change automatically according to the operational state of the handset. For example, press the **Menu** soft key, as shown in [Figure 5](#), to access the Main menu.

Handset controls

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

Figure 13: Handset display



This section describes the following components and functions of your DECT 4027 or 4070 Handsets:

- [“Key functions in Idle mode” \(page 34\)](#)
- [“Key functions in Call mode” \(page 36\)](#)
- [“Key functions in Dialogue mode” \(page 37\)](#)
- [“Key functions in Menu mode” \(page 38\)](#)

- “Key functions in Edit mode” (page 39)
- “Locking or unlocking the dialpad” (page 42)

Key functions in Idle mode

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

Table 4: Keys functions in Idle mode

Key		Description
Left soft key		Press the Left soft key Calls to access the Calls menu.
Right soft key		Press the Right soft key Menu to access the Main menu.
Up key		Press the programmable Up navigation key to access the shortcut assigned to it. The default shortcut assigned is the Contacts menu.
Down key		Press the programmable Down navigation key to access the shortcut assigned to it. The default shortcut assigned is the Central Directory menu.
Left key		Press the programmable Left navigation key to access the shortcut assigned to it. The default shortcut assigned is the Messaging menu.
Right key		Press the programmable Right navigation key to access the shortcut assigned to it. The default shortcut assigned is the Profile menu.
OK key		Press the OK key, and then the Lock or Unlock soft key to lock or unlock the dialpad.

Table 4: Keys functions in Idle mode (Continued)

Key		Description
Call key		Press the Call key to initiate or answer a call.
Clear key		Long press the Clr key to switch your handset on or off.
SOS key		<p>Long press the SOS key to make an emergency call (if configured).</p> <hr/> <p>Attention: You can make an emergency call with the SOS key even if the dialpad is locked.</p> <hr/>
1–9	   	<ul style="list-style-type: none"> • 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.
*		<ul style="list-style-type: none"> • Press the * key to enter predial mode. • Long press the * key to enter a comma to indicate a pause when you edit a number.
#		<ul style="list-style-type: none"> • 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 27).

Key functions in Call mode

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

Table 5: Key functions in Call mode

Key		Description
Left soft key		<ul style="list-style-type: none"> Press the Left soft key to select the item marked in the display. Press the Left soft key Silence to mute the ringer for an incoming call.
Right soft key		<ul style="list-style-type: none"> Press the Right soft key to clear the previous character (letter or digit) in edit mode. Press the Right soft key Reject to reject an incoming call.
Up key		Press the Up navigation key to access the Contacts menu.
OK key		<ul style="list-style-type: none"> Press the OK soft key to turn the loudspeaker on or off. Press the OK key to answer an incoming call.
Call key		Press the Call key to place the call on hold or to switch between two active calls.
Clear key		Press the Clr key to end the call.
Volume up key		Press the Volume up key to increase the handset volume during a call.
Volume down key		Press the Volume down key to decrease the handset volume during a call.

Table 5: Key functions in Call mode (Continued)

Key		Description
0–9, *, #	    	Press the 0–9 , * , or # key to enter digits, * , or # .

For more information about Call mode, see [“Call mode”](#) (page 28).

Key functions in Dialogue mode

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

Table 6: 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		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 29).

Key functions in Menu mode

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

Table 7: 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 move the cursor to the desired menu item (entry).
Down key		Press the Down key to move the cursor to the desired menu item (entry).
Left key		Press the Left key to move the cursor to the desired menu item (entry) or menu section.
Right key		Press the Right key to move the cursor to the desired menu item (entry) or menu section.
Clear key		<ul style="list-style-type: none"> 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 [“Menu mode”](#) (page 30).

Key functions in Edit mode

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

Table 8: Key functions in Edit 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 move the cursor in the text area.
Down key		Press the Down key to move the cursor in the text area.
Left key		Press the Left key to move the cursor in the text area.
Right key		Press the Right key to move the cursor in the text area.
Clear key		<ul style="list-style-type: none"> 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).

Table 8: Key functions in Edit mode (Continued)

Key		Description
1		<ul style="list-style-type: none"> 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 41).
2–9		<ul style="list-style-type: none"> 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 41).
0		<ul style="list-style-type: none"> Press the 0 key to enter the digit (for example, to enter a number, date, time, or PIN). Press the 0 key to insert a space or a punctuation mark. For more information, see “Key functions in text mode” (page 41).
*		<ul style="list-style-type: none"> Press the * key one or more times to enter a special character. For more information, see “Key functions in text mode” (page 41). Long press the * key to enter a comma to indicate a pause when you edit a number.

Table 8: Key functions in Edit mode (Continued)

Key		Description
#		Press the # key to switch between modes: <ul style="list-style-type: none"> 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 key to press, (when the handset is in text mode) to insert letters, numbers, or symbols.

Table 9: Key functions in text mode

Key	Uppercase	Lowercase
1	1 £ \$ ¥ € @ % & # § ^	1 £ \$ ¥ € @ % & # § ^
2	A B C 2 Æ Å Á Â Ã Ä Ç	a b c 2 æ å à á â ã 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 Æ Ó Ô Õ Ø	m n o 6 æ ó ô õ ø
7	P Q R S 7 Š Š ß	p q r s 7 š 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 you receive an incoming call, the dialpad temporarily unlocks so you can answer the call. The dialpad lock reactivates when you terminate the call.

To lock the dialpad, perform the following step:

Attention: You can dial 911 and 112 when the dialpad lock is active. The dialpad lock does not affect the SOS key.



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:

Attention: The **Unlock** soft key is available only for 3 seconds after you press the **OK** key.



1. Press the **OK** key, and then press the **Unlock** soft key.

Unlock

To configure automatic Dialpad lock, see [“Using the Automatic dialpad lock feature” \(page 144\)](#).

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 43)
- “Subscribing the handset to a DECT system” (page 44)
- “Manually selecting the DECT system” (page 46)
- “Enabling automatic DECT system selection” (page 46)
- “Terminating a subscription” (page 47)
- “Editing the system name and phone number” (page 48)

For more information about using the handset controls, see “Handset controls” (page 33).

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. The subscribed name appears on the handset display whenever the handset enters the range of the DECT system.

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 on the display screen.

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:** Use a PARK code system ID only if more than one DECT system overlaps in your location.
- **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: As soon as you have obtained information about your PIN code, you have only 15 minutes to subscribe the handset set. In 15 minutes the PIN code is deactivated and it is necessary to 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 43).



Register

Select

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



Empty

Select

Yes

- Press the **Select** soft key to start the registration process.
- Press the **Up** or **Down** key to choose **Empty** if there are less than four subscriptions to the system on the handset, or choose the name of the system you would like to overwrite.
- Press the **Select** soft key, and then press the **Yes** soft key if you want to overwrite a system.



Save

- Use the **Dialpad** to enter the PARK code at the **PARK** prompt, and then press the **Save** soft key.

Attention: Use a PARK code system ID if more than one DECT system overlaps in your location. If only one DECT system is available, make no entry, and press the **Skip** soft key.



OK

- Use the **Dialpad** to enter the PIN (authorisation code) at the **PIN** prompt, and then press the **OK** soft key.



Save

- Use the **Dialpad** to enter the system name at the **Network name** prompt, and then press the **Save** soft key.



Save

- Use the **Dialpad** to enter the phone number assigned to your handset at the **Number** prompt, and then press the **Save** soft key.



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

You can now use the handset to dial 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 subscribe to a DECT system, perform the following steps.:



1. Open the **Connectivity** menu as shown in “Accessing the Connectivity menu” (page 43).



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, and then press the **Select** soft key.

The name of the currently active system is highlighted.



5. 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 several DECT systems and you configure the automatic search function, the handset automatically selects the nearest system. As a result, your handset automatically logs on to another subscribed DECT system when you leave the effective range of the current system. If this function is active, the handset will attach to an

available DECT system automatically, independently from the manually selected system.

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



1. Open the **Connectivity** menu as shown in “Accessing the Connectivity menu” (page 43).



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. Choose **Auto. select** and then press the **Select** soft key.

Select

The name of the currently active system is highlighted.



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

Terminating a subscription

You can terminate a DECT system subscription. You must subscribe to at least one DECT system before you can terminate it.

To terminate a DECT system subscription, perform the following steps:



1. Open the **Connectivity** menu, as shown in “Accessing the Connectivity menu” (page 43).



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 delete and press the **Select** soft key.

Select

Yes

5. Press the **Yes** soft key to delete the selected DECT system or press the **No** soft key to cancel the deletion.

No



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

Editing the system name and phone number

You can change the system name and phone number on your handset.

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



1. Open the **Connectivity** menu as shown in [“Accessing the Connectivity menu” \(page 43\)](#).



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

Network select

Select

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



4. Press the **Up** or **Down** key to highlight the system to edit and press the **Select** soft key.

Select

5. Choose the name of the system from the list and press the **Edit** soft key.

Edit

The name of the currently active system is highlighted.

**Save**

6. Use the **Dialpad** to edit the system name and then press the **Save** soft key.

**Save**

7. Use the **Dialpad** to edit the local phone number and press the **Save** soft key.



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

Call features

You can use your handset to make and receive calls. You can also use the handset to change the call settings.

Make a call

This section describes the features associated with making a call. You can make a call from your DECT 4027 and 4070 Handsets using any of the following methods:

- “Dialling a number” (page 50)
- “Using Predial mode” (page 51)
- “Using Speed dial” (page 52)
- “Using Loudspeaker” (page 52)
- “Using the telephone book to dial a number” (page 53)
- “Using the Central Directory to dial a number” (page 53)
- “Making an SOS call” (page 55)

Attention: During a call, the display light switches off to prevent a rapid battery discharge. Press the **OK** key to highlight the display.

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.

Using Predial mode

To predial a number, perform the following steps:



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



2. Press the **Call** key.

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.

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



1. Use the **Right** or **Left** 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” \(page 93\)](#).

Using Loudspeaker

Your handset includes a Loudspeaker feature to allow several people in a room to listen to a call.

To enable the Loudspeaker feature, perform the following steps:

1. Make or answer a call.

Spk. on

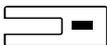
2. Press the **Spk. on** soft key to enable the feature.

When the loudspeaker function is active, the handset displays the loudspeaker icon.

- Place the handset upright on a smooth, flat surface, and leave the loudspeaker and microphone free of obstruction.
- Keep your handset approximately 0.5 metres away from yourself while you speak.



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

Your handset allows you to use the telephone book to dial a number.

To use the 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 and then press the **Select** soft key.



Select

3. Press the **Up** or **Down** key to select the number you want to dial.



OR

You can also search for a specific name by entering its first characters from the dialpad, (for example entering "B" will move you to the first name in the contacts list starting from "B"). For more information, see Table 9, "[Key functions in text mode](#)" (page 41).



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

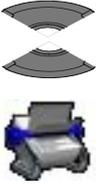
Using the Central Directory to dial a number

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 and then press the **Select** soft key.

Select



3. Press the **Up** or **Down** key to select the **Central Directory** option and press the **Select** key.

Central Directory

Select



4. Enter the first characters of the required name from the dialpad to speed up searching the directory (for example entering "B" will move you to the first name in the directory starting from "B"). For more information, see Table 9, "[Key functions in text mode](#)" (page 41).

OR

proceed to step 5.



5. Press the **OK** key, and then press the **Up** or **Down** key to select the name of the person you want to call.



6. 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 only on DECT 4070 Handsets.

You must program an SOS number to use the SOS function. For more information, see “[Configuring emergency calls](#)” (page 178).

To make an SOS call, perform the following step:



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

Answering a call

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

- “[Answering a call in Normal mode](#)” (page 56)
- “[Answering a call using any key](#)” (page 56)
- “[Auto-answering mode](#)” (page 56)
- “[Muting the ringer](#)” (page 56)
- “[Rejecting a call](#)” (page 57)

Attention: During a call, the display light switches off to prevent a rapid battery discharge. Press the **OK** key to highlight the display.

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” \(page 170\)](#).

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” \(page 170\)](#).

Muting the ringer

To mute the ringer, perform the following step:



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 (only for 4070), 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 79).

Change settings during a call

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

This section describes the following tasks:

- “Adjusting the headset or loudspeaker volume” (page 57)
- “Using mute during a call” (page 58)

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.

Transferring a call

You can use this option to transfer a call or add a third party to a conference call. The actual function depends on the PBX system configuration.

To transfer a call, perform the following steps:



1. Press the **Call** key to place the first 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 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 only once, when a 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 screen.

Figure 14: Voice mail display screen

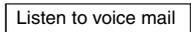


Press the **Yes** soft key to listen to the new voice message if voice mail number is configured or press the **No** soft key to close the dialogue. For more information, see [“Normal and urgent messages” \(page 113\)](#).

Accessing voice mail

To access voice mail, perform the following steps:

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


 4. Press the **Up** or **Down** key to select the **Listen to voice mail** option and press the **Select** soft key.
The handset automatically dials the voice mail access number.
-
- Attention:** Ensure you configure the voice mail access number in the messaging settings. For more information about configuring message settings, see [“Normal and urgent messages”](#) (page 113).
-
-  5. Press the **Clr** key one or more times to return to the idle display.

Defining a Voice mail number

Use this option to define a voice mail access number.

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



1. Open the **Message Settings** menu as shown in “Accessing the Message settings menu” (page 112).



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

Voice mail number

Select



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

- **Enter number** to use the **Dialpad** to enter the number, and then press the **Save** soft key.
- **Lookup contact** to select the number from your contacts list, and then press the **Select** soft key.

Enter number

Lookup contact

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

Select

4. 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 like you make any other call.

Calls list

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

Attention: The actual maximum number of entries can be smaller depending on the usage of the available memory for 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, Dialed, and Missed. You can open the required list by pressing the **Right** or **Left** key. When you open the list, the call information appears on the screen. The first entry is highlighted, the contact name or CLID (Calling Line Identification) and the time and date are displayed.

Figure 15: Calls list with normal text size

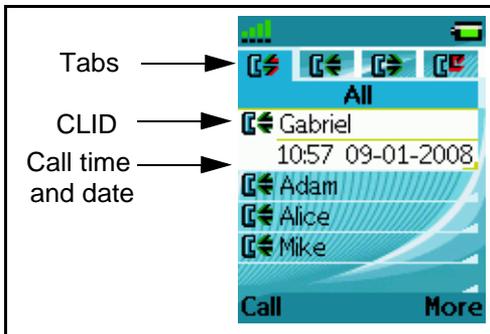


Figure 16: Calls list with small text size

Attention: Depending on the selected Time and Date format, the font size differs (increases or decreases) 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 date is displayed in the lists. You can also learn the time of the call by following the Checking the details of the calls procedures described in each calls list section.

This section describes the following features:

- “All calls list” ([page 64](#))
- “Answered calls list” ([page 69](#))
- “Dialled calls list” ([page 74](#))
- “Missed calls list” ([page 79](#))

The following table describes the calls list icons.

Table 10: Calls list icons

Symbol	Description
	All calls
	Answered call

Symbol	Description
	Dialled call
	Missed call

All calls list

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

This section describes the following tasks:

- “Accessing the All calls list” (page 64)
- “Checking the details of calls” (page 65)
- “Dialling a number” (page 65)
- “Transferring a number to your contacts list” (page 66)
- “Transferring a number to the caller filter list” (page 67)
- “Deleting an entry” (page 68)
- “Deleting all entries” (page 68)

Attention: During a call, the display light switches off to prevent a rapid battery discharge. Press the **OK** key to highlight the display.

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



Checking the details of calls

To view the details of All calls, such as time and date, perform the following steps:



1. Open the **All calls** list as shown in “[Accessing the All calls list](#)” (page 64).



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 as shown in “[Accessing the All calls list](#)” (page 64).



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

Attention: If you want to redial 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 All calls list to your contacts list, where the handset treats the number as a new entry, perform the following steps:



1. Open the **All calls** list as shown in “[Accessing the All calls list](#)” (page 64).



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, and then press the **Yes** soft key to confirm the changes.

Yes



10. 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 DECT 4070 Handset.

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



1. Open the **All calls** list as shown in “[Accessing the All calls list](#)” (page 64).



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 and press the **Select** soft key.

Caller filter

Select



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

Save

8. Press the **Save** soft key.



9. 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 as shown in “[Accessing the All calls list](#)” (page 64).



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 and press the **Select** soft key.

Delete entry

Select

Yes

5. 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 entries

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



1. Open the **All calls** list as shown in “[Accessing the All calls list](#)” (page 64).



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 and press the **Select** soft key.

Delete all

Select

Yes

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



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

Answered calls list

The Answered calls list stores the details of the answered calls, with the most recent entry at the top of the list.

This section describes the following tasks:

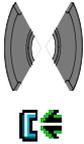
- “Accessing the Answered calls list” (page 69)
- “Checking the details of an answered call” (page 70)
- “Dialling a number” (page 70)
- “Transferring a number to your contacts list” (page 71)
- “Transferring a number to the caller filter list” (page 72)
- “Deleting an entry” (page 73)
- “Deleting all entries” (page 74)

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

Checking the details of an answered call

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



1. Open the **Answered calls** list as shown in “Accessing the Answered calls list” (page 69).



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 and press the **Select** soft key.

View

Select



5. 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 as shown in “Accessing the Answered calls list” (page 69).



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 Answered calls list to your contacts list, where the handset treats the number as a new entry, perform the following steps:



1. Open the **Answered calls** list as shown in “Accessing the Answered calls list” (page 69).



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 and press the **Select** soft key.

Save

Select



5. Press the **Up** or **Down** key to highlight the **Contacts** option and press the **Select** soft key.

Contacts

Select

Add



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

Save

Yes

7. Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.

CLR



8. 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 DECT 4070 Handset.

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



1. Open the **Answered calls** list as shown in “Accessing the Answered calls list” (page 69).



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 and press the **Select** soft key.

Save

Select

5. Press the **Up** or **Down** key to highlight the **Caller Filter** option and press the **Select** soft key.

Caller filter

Select



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

Save

- Press the **Save** soft key.



- 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:



- Open the **Answered calls** list as shown in “Accessing the Answered calls list” (page 69).



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

More

- Press the **More** soft key.



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

Delete entry

Select

Yes

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



- 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 as shown in “[Accessing the Answered calls list](#)” (page 69).



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 and press the **Select** soft key.

Delete all

Select

Yes

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



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

Dialled calls list

The dialled calls list stores the details of the Dialled calls, with the most recent entry at the top of the list.

This section describes the following tasks:

- “[Accessing the Dialled calls list](#)” (page 75)
- “[Checking the details of a dialled call](#)” (page 75)
- “[Dialling a number](#)” (page 76)
- “[Transferring a number to your contacts list](#)” (page 66)
- “[Transferring a number to the caller filter list](#)” (page 77)

- “Deleting an entry” (page 78)
- “Deleting all entries” (page 79)

Accessing the Dialed calls list

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

Calls



1. Press the **Calls** soft key.
2. Press the **Right** or **Left** key to select the **Dialed** list.

Checking the details of a dialed call

To view the details of a dialed call, such as time and date, perform the following steps:



1. Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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 and press the **Select** soft key.

View

Select



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

Dialling a number

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



1. Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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

Attention: If you want to redial from the **Dialed 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 Dialed calls list to your contacts list, where the handset treats the number as a new entry, perform the following steps:



1. Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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 and press the **Select** soft key.

Save

Select



- Press the **Up** or **Down** key to highlight the **Contacts** option and press the **Select** soft key.

Contacts

Select

Add

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



Save

- Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.

Yes



- 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 DECT 4070 Handset.

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



- Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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

More

- Press the **More** soft key.



- Press the **Up** or **Down** key to highlight the **Save** option and press the **Select** soft key.

Save

Select



5. Press the **Up** or **Down** key to highlight the **Caller Filter** option and press the **Select** soft key.

Caller filter

Select



6. Use the **Dialpad** to edit the number and enter the 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.

Deleting an entry

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



1. Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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 and press the **Select** soft key.

Delete entry

Select

Yes

5. 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 entries

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



1. Open the **Dialed calls** list as shown in “[Accessing the Dialed calls list](#)” (page 75).



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 and press the **Select** soft key.

Delete all

Select

Yes

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



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

Missed calls list

The Missed calls list stores the details of unanswered calls, with the most recent entry at the top of the list. The Missed calls list includes the following features:

- The recently missed (unanswered, rejected or blocked by Caller filter (only for 4070)) and unchecked calls are marked in bold.

Attention: If am/pm mode is used as the format of time, only date is displayed for the recently missed unchecked calls.

- When a call is unanswered, rejected or blocked by Caller Filter (only for 4070) the number is stored in the Missed calls list.

- If you answer a call from a number in the Missed calls list, the number automatically moves 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 Dialed calls list.

This section describes the following tasks:

- [“Accessing the Missed calls list” \(page 81\)](#)
- [“Checking the details of a missed call” \(page 81\)](#)
- [“Dialling a number” \(page 82\)](#)
- [“Transferring a number to your contacts list” \(page 82\)](#)
- [“Transferring a number to the caller filter list” \(page 83\)](#)
- [“Deleting an entry” \(page 84\)](#)
- [“Deleting all entries” \(page 85\)](#)

The following table shows the missed call icons.

Table 11: Missed calls icon

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

Accessing the Missed calls list

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

Yes

1. Press the **Yes** soft key if the message “*Number of missed calls: N Show?*” appears on the display.

OR

Calls

- Press the **Calls** soft key, and then press the **Right** or **Left** key to select the **Missed calls** list.



Checking the details of a missed call

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



1. Open the **Missed calls** list as shown in “[Accessing the Missed 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 and press the **Select** soft key.

View

Select



5. 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 as shown in “[Accessing the Missed calls list](#)” (page 81).



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

Attention: If you want to redial 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 your contacts list, where the handset treats the number as a new entry, perform the following steps:



1. Open the **Missed calls** list as shown in “[Accessing the Missed 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 and press the **Select** soft key.

Save

Select



5. Press the **Up** or **Down** key to highlight the **Contacts** option and press the **Select** soft key.

Contacts

Select

Add

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



Save

Yes

7. Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.



8. 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 DECT 4070 Handset.

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



1. Open the **Missed calls** list as shown in “[Accessing the Missed 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 and press the **Select** soft key.

Save

Select



5. Press the **Up** or **Down** key to highlight the **Caller Filter** option and press the **Select** soft key.

Caller filter

Select



6. Use the **Dialpad** to edit the number and enter the 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.

Deleting an entry

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



1. Open the **Missed calls** list as shown in “[Accessing the Missed 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 and press the **Select** soft key.

Delete entry

Select

Yes

5. 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 entries

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



1. Open the **Missed calls** list as shown in “[Accessing the Missed 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 and press the **Select** soft key.

Delete all

Select

Yes

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



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

Contacts

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

The Contacts menu allows you to store a maximum of 50 (without the MEM card) and a maximum of 200 (with the MEM card) phone numbers and names, which you can search alphabetically.

Attention: The actual maximum number of entries can be smaller depending on the usage of the available memory for other features.

The following restrictions apply:

- Each entry must be a unique name. You can store the same number multiple times if saved under different names.
- 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” \(page 87\)](#)
- [“Adding a new contact” \(page 87\)](#)
- [“Adding a contact number” \(page 88\)](#)
- [“Editing a contact name” \(page 91\)](#)
- [“Editing a contact ringtone” \(page 91\)](#)
- [“Deleting contacts” \(page 92\)](#)
- [“Speed dial feature” \(page 93\)](#)
- [“Transferring numbers to your contacts list” \(page 95\)](#)

- [“Transferring phone numbers to the caller filter list” \(page 96\)](#)

Accessing the Contacts menu

To access the Contacts menu, perform the following steps:



1. Press the **Menu** soft key.



2. Press the **Up** or **Down** key to highlight the **Contacts** icon, and then press the **Select** soft key.



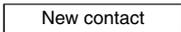
Attention: If your communication system supports the **Central Directory** feature, press the **Up** or **Down** key to highlight the **Private** option, and then press the **Select** soft key.

Adding a new contact

To add a new contact, perform the following steps:



1. Open the **Contacts** menu as shown in [“Accessing the Contacts menu” \(page 87\)](#).



2. Highlight the **New contact** option and press the **Add** soft key.



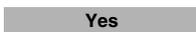
3. Use the **Dialpad** to enter the phone number and press the **Save** soft key.



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



4. Use the **Dialpad** to enter the name and press the **Save** soft key.



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



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

Adding a contact number

To add a contact number, perform the following steps:

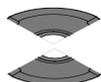


1. Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).



2. Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.

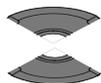
More



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

Edit contact

Select



4. Press the **Up** or **Down** key to highlight the **New number** option and press the **Add** soft key to add a new number for this contact.

New number

Add



5. Press the **Up** or **Down** key to highlight the required number type and press the **OK** soft key.

OK



6. Use the **Dialpad** to enter the phone number and press the **Save** soft key.

Save

Save

Yes

7. Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.



- 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:



- Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).



- Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.

More



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

Edit contact

Select



- Press the **Up** or **Down** key to highlight the number you want to edit, and press the **Edit** soft key.

Edit



- Press the **Up** or **Down** key to highlight the required number type and press the **OK** soft key.

OK



- Use the **Dialpad** to edit the phone number and press the **Save** soft key.

Save

Save

Yes

- Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.



- 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:



- Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).



- Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.

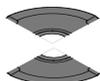
More



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

Edit contact

Select



- Press the **Up** or **Down** key to highlight the number you want to delete, and press the **Edit** soft key.

Edit

Attention: You can delete the number only if there is more than one number for this contact.

OK

- Press the **OK** soft key.

Clear

- Press the **Clear** soft key to delete the number. Press the **Save** soft key.

Save

Save

- Press the **Save** soft key and then press the **Yes** soft key to confirm the changes.

Yes



- 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 as shown in “[Accessing the Contacts menu](#)” (page 87).



2. Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.

More



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

Edit contact

Select



4. Press the **Right** or **Left** key to choose the **Name** menu and press the **Edit** soft key.

Edit



5. Use the **Dialpad** to edit the contact name and press the **Save** soft key.

Save

Yes

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



7. 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 as shown in “[Accessing the Contacts menu](#)” (page 87).



2. Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.

More



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

Edit contact

Select



4. Press the **Right** or **Left** key to choose the **Ringtone** menu and press the **Edit** soft key.

Edit



5. Press the **Up** or **Down** key to highlight the required ringtone and press the **Select** soft key.

Select

Save

Yes

6. Press the **Save** soft key, and then press the **Yes** soft key to save the changes.

Press the **Clr** key if you do not want to edit a phone number or a name.



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

Deleting contacts

To delete contacts, perform the following steps:



1. Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).



2. Press the **Up** or **Down** key to choose the contact to delete and press the **More** soft key.

More



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

Delete contact

Delete all contacts

Select

Yes

OR

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

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



5. 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 feature, ensure that your handset is in an idle state 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” \(page 93\)](#)
- [“Reassigning the speed dial number” \(page 94\)](#)
- [“Deleting the speed dial number” \(page 95\)](#)

Assigning a speed dial number

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



1. Open the **Contacts** menu as shown in [“Accessing the Contacts menu” \(page 87\)](#).



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 and press the **Add** soft key.

Add



6. 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 as shown in [“Accessing the Contacts menu”](#) (page 87).



2. Press the **Up** or **Down** key to choose a new contact for which to configure a speed dial number, and then press the **More** soft key.

More



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

Speed dial



4. Press the **Up** or **Down** key to choose the assigned digit for speed dial and press the **Replace** soft key.

Replace



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

Deleting the speed dial number

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



1. Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).



2. Press the **Up** or **Down** key to choose a contact and press the **More** soft key.

More



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

Speed dial



4. Press the **Up** or **Down** key to choose the digit assigned for speed dial and press the **Delete** soft key.

Delete



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

Transferring numbers to your contacts list

You can transfer 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 66).
- To transfer a number from the Answered calls list, see “[Transferring a number to your contacts list](#)” (page 71).

- To transfer a number from the Dialed calls list, see “[Transferring a number to your contacts list](#)” (page 76).
- To transfer a number from the Missed calls list, see “[Transferring a number to your contacts list](#)” (page 82).

Transferring phone numbers to the caller filter list

Attention: The Caller filter feature is available only on the DECT 4070 Handset.

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



Select



More



Save in caller filter

Select



Save



1. Open the **Contacts** menu as shown in “[Accessing the Contacts menu](#)” (page 87).
2. Press the **Up** or **Down** key to choose the contact to edit and press the **More** soft key.
3. Press the **Up** or **Down** key to highlight the **Save in caller filter** option and press the **Select** soft key.
4. Use the **Dialpad** to edit the number and name (if necessary) and press the **Save** soft key.
5. Press the **Clr** key one or more times to return to the idle display.

Messaging

You can send and receive text messages using the DECT 4070 Handset.

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

This section describes the following tasks:

- [“Message limitations” \(page 97\)](#)
- [“New messages and drafts” \(page 98\)](#)
- [“Inbox” \(page 102\)](#)
- [“Sent messages” \(page 108\)](#)
- [“Configuring the Sent message option” \(page 113\)](#)
- [“Normal and urgent messages” \(page 113\)](#)
- [“Message list full” \(page 115\)](#)

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:

- The system can store up to 80 messages.

Attention: The actual maximum number of messages can be smaller depending on the usage of the available memory for other features.

- You can send or receive messages only if your handset is within the coverage area.
- 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 98)
- “Saving a new message or editing a draft” (page 99)
- “Sending a new message or draft” (page 100)
- “Deleting a draft” (page 101)
- “Deleting all drafts” (page 101)

Accessing the Messaging menu

To access the Messaging menu, perform the following steps:

Menu



Select

1. Press the **Menu** soft key to access the **Main** menu.
2. Press the **Up** or **Down** key to highlight the **Messaging** icon, and then press the **Select** soft key.

The following table describes the message icons on the display screen.

Table 12: 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 as shown in “[Accessing the Messaging menu](#)” (page 98).



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, and then press the **Yes** soft key to save the message as a draft.

Yes

Sending a new message or draft

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



1. Open the **Messaging** menu as shown in “[Accessing the Messaging menu](#)” (page 98).



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



Normal

Urgent

5. Press the **Send** soft key, and then the **Up** or **Down** key to select if the message is **Normal** or **Urgent**.

Attention: For more information about normal and urgent messages, see “[Normal and urgent messages](#)” (page 113).

Select



Lookup contact

Enter number

Send to many

6. Press the **Select** soft key, and then the **Up** or **Down** key to choose any of the following options:

- **Lookup contact** to choose the number from your contacts list.
- **Enter number** to use the **Dialpad** to enter the number of the addressee.
- **Send to many** to choose several numbers from your contacts list.

Send

7. Press the **Send** soft key to send the message.



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

Deleting a draft

To delete a draft, perform the following steps:



1. Open the **Messaging** menu as shown in “Accessing the Messaging menu” (page 98).



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, and then press the **Up** or **Down** key to select the **Delete message** option.



Delete message

Select

5. Press the **Select** soft key, and then press the **Yes** soft key to confirm the changes.

Yes



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

Deleting all drafts

To delete all drafts, perform the following steps:



1. Open the **Messaging** menu as shown in “Accessing the Messaging menu” (page 98).



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, and then press the **Up** or **Down** key to select **Delete all messages**.



Delete all messages

Select

5. Press the **Select** soft key, and then press the **Yes** soft key to confirm the changes.

Yes



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

Inbox

This section describes the following tasks:

- [“Accessing the Inbox Messaging menu” \(page 103\)](#)
- [“Reading an incoming message” \(page 103\)](#)
- [“Replying to an incoming message” \(page 104\)](#)
- [“Forwarding an incoming message” \(page 104\)](#)
- [“Saving to the contacts list” \(page 106\)](#)
- [“Deleting an incoming message” \(page 106\)](#)
- [“Deleting all incoming messages” \(page 107\)](#)

Accessing the Inbox Messaging menu

To access the Inbox 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, and then press the **Select** soft key.

Select



3. Press the **Left** or **Right** key to choose the **Inbox** menu section.

Reading an incoming message

To read an incoming message, perform the following steps:



1. Open the **Inbox** menu as shown in “Accessing the Inbox Messaging menu” (page 103).
2. Press the **Up** or **Down** key to highlight the incoming message.

Select



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



4. Press the **Up** or **Down** key to scroll the text of the message.
5. Press the **Clr** key one or more times to return to the idle display.

Replying to an incoming message

To reply to an incoming message, perform the following steps:



1. Open the **Inbox** menu as shown in “[Accessing the Inbox Messaging menu](#)” (page 103).



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

Select

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



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

Reply



5. Press the **Reply** soft key and use the **Dialpad** to create the reply message.

Send



6. Press the **Send** soft key and press the **Up** or **Down** key to select **Normal** or **Urgent**, and then press the **Select** soft key.

Normal

Urgent

Select

Attention: For more information, see “[Normal and urgent messages](#)” (page 113).

Forwarding an incoming message

To forward an incoming message, perform the following steps:



1. Open the **Inbox** menu as shown in “[Accessing the Inbox Messaging menu](#)” (page 103).



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

More

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



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

Forward



5. Use the **Dialpad** to edit the message.

Send

6. Press the **Send** soft key and then press the **Up** or **Down** key to select if the message is **Normal** or **Urgent**.



Normal

Urgent

Attention: For more information, see “[Normal and urgent messages](#)” (page 113).

Select

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



Lookup contact

Enter number

Send to many

- **Lookup contact** to choose the number from your contacts list.
- **Enter number** to use the **Dialpad** to enter the number of the addressee.
- **Send to many** to choose several numbers from your contact list.

Send

8. Press the **Send** soft key to send the message.



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

Saving to the contacts list

To save a number to your contacts list, perform the following steps:



1. Open the **Inbox** menu as shown in “[Accessing the Inbox Messaging menu](#)” (page 103).



2. Press the **Up** or **Down** key to highlight the incoming 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 and use the dialpad to edit the number and enter the name (if necessary).

Save

6. Press the **Save** soft key, and then press the **Yes** soft key to confirm the changes.

Yes



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

Deleting an incoming message

To delete an incoming message, perform the following steps:



1. Open the **Inbox** menu as shown in “[Accessing the Inbox Messaging menu](#)” (page 103).



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

More



Delete message

3. Press the **More** soft key and press the **Up** or **Down** key to select the **Delete message** option.

Select

Yes



4. Press the **Select** soft key, and then press the **Yes** soft key to confirm the changes.

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

Deleting all incoming messages

To delete all incoming messages, perform the following steps:



1. Open the **Inbox** menu as shown in “[Accessing the Inbox Messaging menu](#)” (page 103).



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

More



Delete all messages

3. Press the **More** soft key and press the **Up** or **Down** key to select the **Delete all messages** option.

Select

Yes



4. Press the **Select** soft key, and then press the **Yes** soft key to confirm the changes.

5. 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 Messaging menu” (page 108)
- “Reading a sent message” (page 108)
- “Forwarding a sent message” (page 109)
- “Deleting a sent message” (page 110)
- “Deleting all sent messages” (page 111)

Accessing the Sent Messaging menu

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

Menu



Select



1. Press the **Menu** soft key to access the **Main** menu.
2. Press the **Up** or **Down** key to highlight the **Messaging** icon, and then press the **Select** soft key.
3. 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 as shown in “Accessing the Sent Messaging menu” (page 108).



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 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 as shown in “[Accessing the Sent Messaging menu](#)” (page 108).



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) and press the **Send** soft key.

Send



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

Normal

Urgent

For more information, see [“Normal and urgent messages”](#) (page 113).

Select



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

Lookup contact

Enter number

Send to many

- **Lookup contact** to choose the number from your contacts list.
- **Enter number** using the **Dialpad** to enter the number of the addressee.
- **Send to many** to choose several numbers from your contacts list.

Send

8. Press the **Send** soft key to send the message.



9. 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 as shown in [“Accessing the Sent Messaging menu”](#) (page 108).



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

More



3. Press the **More** soft key and press the **Up** or **Down** key to select the **Delete message** option.

Delete message

Select

Yes

4. Press the **Select** soft key and then press the **Yes** soft key to confirm the changes.



5. 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 as shown in “[Accessing the Sent Messaging menu](#)” (page 108).



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

More



3. Press the **More** soft key and press the **Up** or **Down** key to select the **Delete all messages** option.

Delete all messages

Select

Yes

4. Press the **Select** soft key and then press the **Yes** soft key to confirm the changes.



5. 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](#)” (page 112)
- “[Configuring the Overwrite option](#)” (page 112)
- “[Configuring the Sent message option](#)” (page 113)
- “[Normal and urgent messages](#)” (page 113)

Accessing the Message settings menu

To access the Message settings menu, perform the following steps:

Menu



Select



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

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.

If the Overwrite option is enabled, and there is no room to store a newly arrived message, the oldest message stored on the phone is overwritten. If the Overwrite option is disabled, and there is no room to store a newly arrived message, the new message is rejected.

To configure the overwrite option, perform the following steps:



Overwrite old

1. Open the **Message Settings** menu as shown in “[Accessing the Message settings menu](#)” (page 112).
2. Press the **Up** or **Down** key to highlight the **Overwrite old** option.

Select



3. Press the **Select** soft key and press the **Up** or **Down** key to choose the required option.

Select



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

Configuring the Sent message option

Use this option to control sent messages that are stored in the handset.

To configure the sent message option, perform the following steps:



1. Open the **Message Settings** menu as shown in “[Accessing the Message settings menu](#)” (page 112).



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

Sent message

Select



3. Press the **Select** soft key and press the **Up** or **Down** key to choose the required option.

Select



4. Press the **Select** soft key.
5. 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. When you turn on normal message display, normal messages signal on the display immediately upon receipt. If you turn off normal message display, normal messages do not display.

Unless you disable the ringer, the melody for normal messages plays when you receive a message. If you receive a normal message during a call, a short alert tone sounds.

Urgent messages

Urgent messages require receipt confirmation. An activated dialpad lock temporarily deactivates after you receive an urgent message so you can acknowledge the receipt. The handset shows urgent messages immediately on the display.

Unless you disable the ringer, a melody plays when you receive an urgent message. 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.

Confirming receipts

You must confirm the receipt of an urgent message. If you do not confirm an urgent message within 60 seconds, the initiator receives a message that indicates the message was not delivered.

When you receive an urgent message, choose one of the following options:

OK

Delete

1. Press **OK** or **Delete** to confirm the receipt of a message.

All other keys remain blocked until you confirm the message with **OK** or **Delete**.

Message list full

The message list can store a maximum of 80 messages; if it is full, an info message “*Storage full*” appears on the display and the system handles a new message according to the overwrite setting. For more information about overwrite settings, see [“Configuring the Overwrite option” \(page 112\)](#).

After you configure the overwrite settings, the following actions occur when the message list is full:

- if you turn on Overwrite, the handset deletes the oldest message before it stores the new message.
- if you turn off Overwrite, the handset shows the message but does not store it if the message is urgent, or rejects the message if it is normal.

Calendar

View the calendar in weekly or monthly format. You can also set up 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 the MEM card) appointments.

Attention: The actual maximum number of appointments can be smaller depending on the usage of the available memory for other features.

This section describes the following tasks:

- [“Accessing the Calendar feature” \(page 117\)](#)
- [“Changing the calendar format” \(page 117\)](#)
- [“Selecting a date” \(page 117\)](#)
- [“Adding an appointment” \(page 118\)](#)
- [“Viewing an appointment” \(page 120\)](#)
- [“Editing an appointment” \(page 120\)](#)
- [“Copying an appointment” \(page 122\)](#)
- [“Deleting an appointment” \(page 123\)](#)

**CAUTION**

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 you don't set valid time and date, calendar won't function correctly.

Accessing the Calendar feature

To access the Calendar feature, 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, and then press the **Select** soft key.



Select

Changing the calendar format

To change the calendar format, perform the following steps:



1. Open the **Calendar** menu as shown in “[Accessing the Calendar feature](#)” (page 117).

More

View week

View month

2. Press the **More** soft key, and highlight the **View week** or **View month** option.

Select

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



4. 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:



1. Open the **Calendar** menu as shown in “[Accessing the Calendar feature](#)” (page 117).

More

Go to date

Select



Select

More

Go to today

Select



2. Press the **More** soft key to highlight the **Go to date** option, and press the **Select** soft key.
3. Use the **Dialpad** to enter the required date and press the **Select** soft key.
4. To return to the current date, press the **More** soft key, and highlight the **Go to today** option, and press the **Select** soft key.
5. 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:



More

Go to date

Select



Select

1. Open the **Calendar** menu as shown in [“Accessing the Calendar feature”](#) (page 117).
2. Press the **More** soft key to highlight the **Go to date** option, and press the **Select** soft key.
3. Use the **Dialpad** to enter the required date and press the **Select** soft key.

Select



New appointment

4. Press the **Select** soft key, use the **Up** or **Down** key to highlight the **New appointment** option, and then press the **Add** soft key.

Add



5. Use the **Dialpad** to enter the start date and press the **Continue** soft key.

Continue



6. Use the **Dialpad** to enter the start time and press the **Continue** soft key.

Continue



7. Press the **Up** or **Down** key to highlight the required duration, and then press the **Select** soft key.

Select



8. Use the **Dialpad** to enter the subject of the appointment and press the **Continue** soft key.

Continue



9. Use the **Dialpad** to enter the location of the appointment and press the **Continue** soft key.

Continue



10. Press the **Up** or **Down** key to highlight the required reminder, and then press the **Select** soft key.

Select



11. 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 as shown in “[Accessing the Calendar feature](#)” (page 117).

More

Go to date

Select



Select

Select



View



2. Press the **More** soft key, to highlight the **Go to date** option, and then press the **Select** soft key.
3. Use the **Dialpad** to enter the date of the appointment and press the **Select** soft key.
4. Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to view, and press the **View** soft key.
5. 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 as shown in “[Accessing the Calendar feature](#)” (page 117).

More

Go to date

Select

2. Press the **More** soft key, to highlight the **Go to date** option, and press the **Select** soft key.



Select

- Use the **Dialpad** to enter the date of the appointment and press the **Select** soft key.

Select



More

- Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to edit, and press the **More** soft key.



Edit

Select

- Press the **Up** or **Down** key to highlight the **Edit** option and press the **Select** soft key.



Continue

- Use the **Dialpad** to edit the start date and press the **Continue** soft key.



Continue

- Use the **Dialpad** to edit the start time and press the **Continue** soft key.



Select

- Press the **Up** or **Down** key to highlight the required duration and press the **Select** soft key.



Continue

- Use the **Dialpad** to edit the subject of the appointment and press the **Continue** soft key.



10. Press the **Up** or **Down** key to highlight the required reminder and press the **Select** soft key.

Select



11. 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, as shown in “[Accessing the Calendar feature](#)” (page 117).

More

2. Press the **More** soft key to highlight the **Go to date** option, and then press the **Select** soft key.

Go to date

Select



3. Use the **Dialpad** to enter the date of the appointment and press the **Select** soft key.

Select

Select

4. Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to copy, and press the **More** soft key.



More

5. Press the **Up** or **Down** key to highlight the **Copy** option and press the **Select** soft key



Copy

Select



Continue

- Use the **Dialpad** to enter the start date of the new appointment (if required) and press the **Continue** soft key.



Continue

- Use the **Dialpad** to enter the start time of the new appointment (if required) and press the **Continue** soft key.



Select

- Press the **Up** or **Down** key to highlight the required duration and press the **Select** soft key.



Continue

- Use the **Dialpad** to enter the subject of the appointment (if required) and press the **Continue** soft key.



Continue

- Use the **Dialpad** to enter the location of the appointment (if required) and press the **Continue** soft key.



Select

- Press the **Up** or **Down** key to highlight the required reminder and press the **Select** soft key.



- 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:



- Open the **Calendar** menu as shown in [“Accessing the Calendar feature”](#) (page 117).

More

Go to date

Select



Select

Select



More



Delete

Select

Yes



2. Press the **More** soft key to highlight the **Go to date** option, and then press the **Select** soft key.
3. Use the **Dialpad** to enter the date of the appointment and press the **Select** soft key.
4. Press the **Select** soft key and then press the **Up** or **Down** key to highlight the appointment to delete, and press the **More** soft key.
5. Press the **Up** or **Down** key to highlight the **Delete** option and press the **Select** soft key.
6. Press the **Yes** soft key to confirm the deletion.
7. Press the **Clr** key one or more times to return to the idle display.

Accessories

This section explains the additional features available on your DECT 4027 and 4070 Handsets:

- “Using the Calculator” (page 125)
- “Using the Stopwatch” (page 127)
- “Alarms” (page 128)

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 and press the **Select** soft key.

Select



3. Press the **Up** or **Down** key to highlight the **Calculator** option and press the **Select** soft key.

Calculator

Select



4. Use the **Dialpad** to enter a value.



Select

5. Press the **Right** or **Left** key to choose the required operation icon and press the **Select** soft key.

Attention: You can also press the **#** key to choose the required operation and then press the **OK** key. Press the ***** key to enter a period (if necessary).



6. Use the **Dialpad** to enter a value up to 9 numerals.



Select

7. Press the **Right** or **Left** key to choose the equal sign icon and press the **Select** soft key.

8. The handset shows the result of the calculation on the display.

To perform calculations using the result, repeat steps 5 to 7.

To perform a new calculation, repeat steps 4 to 7.



9. 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 13: Calculator icons

Symbol	Description
	Addition sign
	Division sign

Table 13: Calculator icons (Continued)

Symbol	Description
	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.

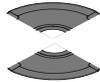


2. Press the **Up** or **Down** key to highlight the **Accessories** icon and press the **Select** soft key.



Select

3. Press the **Up** or **Down** key to highlight the **Stopwatch** option and press the **Select** soft key.



Stopwatch

Select

Start

4. Press the **Start** soft key to start timing.

The **Stop** or **Continue** key replaces the **Start** soft key after you begin the timer.

Lap

5. Press the **Lap** soft key to stop and save the previous measure and start a new one (if required).

Attention: You can save only two measures in your handset. If you run the stopwatch for the third time and save the measure, it overwrites the first measure.

Stop

6. Press the **Stop** soft key to stop measuring.

Continue

7. Press the **Continue** soft key to continue measuring or the **Reset** soft key to reset the stopwatch.

Reset



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

Alarms

Use the Alarm feature to set up daily or recurring weekly alarms.

This section describes the following tasks:

- “Assigning a daily alarm” (page 129)
- “Editing a daily alarm” (page 130)
- “Turning off a daily alarm” (page 131)
- “Assigning a recurrent alarm” (page 131)
- “Editing a recurrent alarm” (page 132)

- “Turning off a recurrent alarm” (page 134)

**CAUTION**

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 you don't set valid time and date, alarm won't function correctly.

Assigning a daily alarm

To assign a daily 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 and press the **Select** soft key.



Select

3. Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.



Alarms

Select

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



Alarm

Select



Save

- Use the **Dialpad** to enter the alarm time and press the **Save** soft key.



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

Editing a daily alarm

To edit a daily alarm, perform the following steps:

Menu

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



- Press the **Up** or **Down** key to highlight the **Accessories** icon and press the **Select** soft key.



Select



- Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.

Alarms

Select



- Press the **Up** or **Down** key to highlight the **Alarm** option and press the **Select** soft key.

Alarm

Select



Save

- Use the **Dialpad** to edit the alarm time and press the **Save** soft key.



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

Turning off a daily alarm

To turn off a daily 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 and press the **Select** soft key.



Select

3. Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.



Alarms

Select

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



Alarm

Select

Turn off

5. Press the **Turn off** soft key.



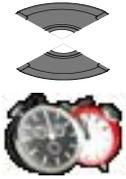
6. Press the **Clr** key one or more times to return to the idle display.

Assigning a recurrent alarm

To assign a recurrent alarm, perform the following steps:

Menu

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



Select

2. Press the **Up** or **Down** key to highlight the **Accessories** icon and press the **Select** soft key.



Alarms

Select

3. Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.



Recurrent alarm

Select

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



Continue

5. Use the **Dialpad** to enter the alarm time and press the **Continue** soft key.



Mark

6. Press the **Up** or **Down** key to highlight the required days of the week and press the **Mark** soft key.

OK

7. Press the **OK** soft key to confirm the settings.



8. 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 and press the **Select** soft key.



Select



3. Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.

Alarms

Select



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

Recurrent alarm

Select



5. Use the **Dialpad** to edit the alarm time and press the **Continue** soft key.

Continue



6. Press the **Up** or **Down** key to highlight the required days of the week and press the **Mark** soft key.

Mark

Unmark

7. Press the **Unmark** soft key to unmark a marked day of the week (if necessary).

OK

8. Press the **OK** soft key to confirm the settings.



9. 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 and press the **Select** soft key.

Select



Alarms

Select



Recurrent alarm

Select

Turn off



3. Press the **Up** or **Down** key to highlight the **Alarms** option and press the **Select** soft key.
4. Press the **Up** or **Down** key to highlight the **Recurrent alarm** option and press the **Select** soft key.
5. Press the **Turn off** soft key.
6. 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 enter the time editor, the current time appears.

Telephone settings

You can configure the following settings on your handset:

- [“General settings” \(page 135\)](#)
- [“Audio settings” \(page 149\)](#)
- [“Display settings” \(page 162\)](#)
- [“Call settings” \(page 168\)](#)
- [“Connectivity settings” \(page 181\)](#)

General settings

The following table describes the telephone setting icons on the display.

Table 14: 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” \(page 136\)](#)
- [“Configuring a profile” \(page 136\)](#)
- [“Assigning the time and date” \(page 139\)](#)

- “Choosing a language” (page 141)
- “Configuring shortcuts” (page 143)
- “Security options” (page 143)
- “Defining the handset name” (page 147)
- “Resetting settings” (page 147)
- “Resetting the memory card” (page 148)
- “Viewing status information” (page 149)

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 and press the **Select** soft key.



Select



3. Press the **Left** or **Right** key to choose the **General** menu.



Configuring a profile

Use the profile option to personalise your handset.

To configure your profile, perform the following steps:



1. Open the **General** settings menu as shown in “Accessing the General settings menu” (page 136).



Profiles

Select

2. Press the **Up** or **Down** key to highlight the **Profiles** option and press the **Select** soft key.



Select profile

Edit profile

Reset profile

Select

3. Press the **Up** or **Down** key to highlight any of the following options:

- **Select profile** to select a profile and press the **Select** soft key.
- **Edit profile** to edit a profile and press the **Select** soft key.
- **Reset profile** to return to the default values of the settings and press the **Select** soft key.



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

You can use the following profiles. The default profile is Normal. 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.

- Normal
- Meeting
- Outdoors
- Office
- Home
- Silent
- Loudspeaker

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 149).

Editing a profile

To edit a selected profile, perform the following steps:



1. Open the **General** settings menu as shown in [“Accessing the General settings menu”](#) (page 136).



2. Press the **Up** or **Down** key to highlight the **Profiles** option and press the **Select** soft key.

Profiles

Select



Edit profile

Select

3. Press the **Up** or **Down** key to highlight the **Edit profile** option and press the **Select** soft key.



Select

Select

OK

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

5. Make the required changes and press the **Select** or **OK** soft key.



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

Assigning the time and date

Use the time and date option to assign the current time and date.



WARNING

You must charge your handset before you set 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 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.

To assign the current time, perform the following steps:



1. Open the **General** settings menu as shown in “[Accessing the General settings menu](#)” (page 136).



2. Press the **Up** or **Down** key to highlight the **Time & Date** option and press the **Select** soft key.

Time & Date

Select



3. Press the **Up** or **Down** key to highlight the **Time** option and press the **Select** soft key.

Time

Select



4. Use the **Dialpad** to edit the time.

More

5. Press the **More** soft key to edit the time format.



6. Press the **Up** or **Down** key to highlight the required time format and press the **Select** soft key.

Select

Attention: Depending on the selected Time and Date format, the font size in the Calls list changes (see [“Calls list with normal text size”](#) (page 62)). 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

7. Press the **Save** soft key to save the changes.



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

To assign the current date, perform the following steps:



1. Open the **General** settings menu as shown in [“Accessing the General settings menu”](#) (page 136).



- Press the **Up** or **Down** key to highlight the **Time & Date** option and press the **Select** soft key.

Time & Date

Select



- Press the **Up** or **Down** key to highlight the **Date** option and press the **Select** soft key.

Date

Select



- Use the **Dialpad** to edit the date.

More

- Press the **More** soft key to edit the date format.



- Press the **Up** or **Down** key to highlight the required date format and press the **Select** soft key.

Select

Attention: Depending on the selected Time and Date format, the font size in the Calls list changes (see “Calls list with normal text size” (page 62)). 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

- Press the **Save** soft key to save the changes.



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

Choosing a language

Use the Language feature to assign the phone and writing language. The handset supports the following 13 languages:

- English
- Spanish
- German
- French
- Italian
- Dutch
- Portuguese
- Danish
- Swedish
- Turkish
- Polish
- Greek
- Russian

To assign a language, perform the following steps:



1. Open the **General** settings menu as shown in “Accessing the General settings menu” (page 136).



2. Press the **Up** or **Down** key to highlight the **Language** option and press the **Select** soft key.

Language

Select



3. Press the **Up** or **Down** key to highlight the required language and press the **Select** soft key.

Select



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

Configuring shortcuts

Use the shortcuts option to create shortcuts to access some of the handset menus and features by pressing a single button. You can assign a shortcut to the following programmable keys: Left, Right, Up, and Down.

To assign a shortcut, perform the following steps:



1. Open the **General** settings menu as shown in [“Accessing the General settings menu” \(page 136\)](#).



2. Press the **Up** or **Down** key to highlight the **Shortcuts** option and press the **Select** soft key.

Shortcuts

Select



3. Press the **Up** or **Down** key to highlight the required key and press the **Select** soft key.

Select



4. Press the **Up** or **Down** key to choose the required option as a shortcut and press the **Select** soft key.

Select



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

Security options

The DECT 4027 and 4070 Handsets support the following security settings: phone lock, automatic key lock, and PIN code.

This section describes the following tasks:

- [“Using the Phone lock feature” \(page 144\)](#)
- [“Using the Automatic dialpad lock feature” \(page 144\)](#)
- [“Changing the PIN code” \(page 146\)](#)

Using the Phone lock feature

Use 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 as shown in “[Accessing the General settings menu](#)” (page 136).



2. Press the **Up** or **Down** key to highlight the **Security** option and press the **Select** soft key.

Security

Select



3. Press the **Up** or **Down** key to highlight the **Phone lock** option and press the **Select** soft key.

Phone lock

Select



4. Use the **Dialpad** to enter your PIN code and press the **OK** soft key.

OK



5. Press the **Up** or **Down** key to choose the required option and press the **Select** soft key.

Select



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

Using the Automatic dialpad lock feature

Use the Automatic dialpad lock feature to disable key input and prevent accidental operation. Automatic dialpad lock activates in 30 seconds if no keys are pressed.

To lock the dialpad, perform the following steps:



1. Open the **General** settings menu as shown in “Accessing the General settings menu” (page 136).



2. Press the **Up** or **Down** key to highlight the **Security** option and press the **Select** soft key.

Security

Select



3. Press the **Up** or **Down** key to highlight the **Automatic keylock** option and press the **Select** soft key.

Automatic keylock

Select

The left soft key label becomes a lock icon when the dialpad locks.



4. Press the **Up** or **Down** key to choose the required option and press the **Select** soft key.

Select



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

To unlock the dialpad, perform the following steps:

OK

1. Press the **OK** key.

Unlock

2. Press the **Unlock** soft key.

Attention: You can answer calls with the key lock active. The dialpad lock temporarily suspends and you can use all keys. The key lock reactivates when you terminate the call. The **Unlock** soft key is available only for 3 seconds after you press the **OK** key.

Changing the PIN code

Use the Change PIN code feature to change the PIN code on the handset.

To change the PIN code, perform the following steps:



1. Open the **General** settings menu as shown in [“Accessing the General settings menu”](#) (page 136).



2. Press the **Up** or **Down** key to highlight the **Security** option and press the **Select** soft key.

Security

Select



3. Press the **Up** or **Down** key to highlight the **Change PIN code** option and press the **Select** soft key.

Change PIN

Select



4. Use the **Dialpad** to enter the current PIN code and press the **OK** soft key.

OK



5. Use the **Dialpad** to enter a new PIN code and press the **OK** soft key.

OK



6. Use the **Dialpad** to verify the new PIN code and press the **OK** soft key.

OK



7. 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 as shown in “[Accessing the General settings menu](#)” (page 136).



2. Press the **Up** or **Down** key to highlight the **Handset name** option and press the **Select** soft key.

Handset name

Select



3. Use the **Dialpad** to enter or edit the handset name.

Save

4. Press the **Save** soft key.



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

Resetting settings

Reset the settings to return them to the default delivery state; with the exception of your contacts, the PIN, and the system registrations.

To reset the settings, perform the following steps:



1. Open the **General** settings menu as shown in “[Accessing the General settings menu](#)” (page 136).



2. Press the **Up** or **Down** key to highlight the **Reset settings** option and press the **Select** soft key.

Reset settings

Select

Yes

3. Press the **Yes** soft key.



4. Use the **Dialpad** to enter the current PIN code and press the **OK** soft key.

OK



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

Resetting the memory card

Reset the memory card to erase all data from the MEM card.

To reset the memory card, perform the following steps:



1. Open the **General** settings menu as shown in “[Accessing the General settings menu](#)” (page 136).



2. Press the **Up** or **Down** key to highlight the **Reset memory card** option and press the **Select** soft key.

Reset memory card

Select

Yes

3. Press the **Yes** soft key.



4. Use the **Dialpad** to enter the current PIN code and press the **OK** soft key.

OK



5. Press the **Clr** key one or more times to return to the idle display.
6. Switch off and then switch on the handset.

Viewing status 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 free memory.

To view status information, perform the following steps:



1. Open the **General** settings menu as shown in “Accessing the General settings menu” (page 136).



2. Press the **Up** or **Down** key to highlight the **Status** option and press the **Select** soft key.

Status

Select



3. Press the **Up** or **Down** key to highlight the text on the screen.

OK

4. Press the **OK** soft key to exit the menu.



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

Audio settings

You can use your handset to configure audio settings and preferences. Use the Audio settings menu to configure audio preferences with the following options:

- “Accessing the Sounds and alerts menu” (page 150)
- “Configuring the ring volume” (page 150)
- “Defining the ring external melody” (page 151)
- “Defining the ring internal melody” (page 152)
- “Defining the Ring unknown call melody” (page 153)
- “Defining the Normal message melody” (page 153)

- “Defining the Urgent message melody” (page 154)
- “Defining the Ring emergency melody” (page 155)
- “Assigning the Increasing ring feature” (page 155)
- “Configuring alert volume” (page 155)
- “Defining the alert tone melody” (page 156)
- “Enabling the Increasing alert feature” (page 157)
- “Enabling the Vibrator feature” (page 158)
- “Enabling the Key sound feature” (page 158)
- “Assigning confirmation sound” (page 159)
- “Enabling the coverage warning feature” (page 160)
- “Enabling the Charger warning feature” (page 161)

Accessing the Sounds and alerts menu

To access the Sounds and alerts menu, perform the following steps:

Menu



Select



1. Press the **Menu** soft key to access the Main menu.
2. Press the **Up** or **Down** key to highlight the **Settings** icon and press the **Select** soft key.
3. Press the **Left** or **Right** key to choose the **Sounds and alerts** menu.

Configuring the ring volume

Use this function to change the ringer volume.

To change the ringer volume, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Ring volume** option and press the **Select** soft key.

Ring volume

Select



3. Press the **Right** or **Left** key to assign the volume level.

OK

4. Press the **OK** soft key to apply the changes.



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

Defining the ring external melody

The DECT 4070 Handset contains 20 available melodies and the DECT 4027 Handset contains 10 available melodies.



WARNING

If your handset is subscribed to a traditional DECT system (based on DMC cards), all incoming calls are identified as external.

To define a melody for external calls, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Ring external** option and press the **Select** soft key.

Ring external

Select



3. Press the **Up** or **Down** key to select a melody.

Play

Select

4. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.



5. 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 as shown in “[Accessing the Sounds and alerts menu](#)” (page 150).



2. Press the **Up** or **Down** key to highlight the **Ring internal** option and press the **Select** soft key.

Ring internal

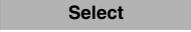
Select



3. Press the **Up** or **Down** key to select a melody.


 Play

- Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.


 Select


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

Defining the Ring unknown call melody

Attention: Nortel 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 only on the DECT 4070 Handset.

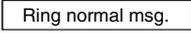
To define a melody for normal message alerts, perform the following steps:



- Open the **Sounds and alerts** menu as shown in “Accessing the Sounds and alerts menu” (page 150).



- Press the **Up** or **Down** key to highlight the **Ring normal msg.** option and press the **Select** soft key.


 Ring normal msg.


 Select


- Press the **Up** or **Down** key to select a melody.


 Play

- Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.


 Select


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

For more information about normal and urgent messages, see [“Normal and urgent messages”](#) (page 113).

Defining the Urgent message melody

Attention: The Urgent message alert melody feature is available only on the DECT 4070 Handset.

To define a melody for urgent message alerts, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in [“Accessing the Sounds and alerts menu”](#) (page 150).



2. Press the **Up** or **Down** key to highlight the **Ring urgent msg.** option and press the **Select** soft key.

Ring urgent msg.

Select



3. Press the **Up** or **Down** key to select a melody.

Play

Select

4. Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.



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

For more information about normal and urgent messages, see [“Normal and urgent messages”](#) (page 113).

Defining the Ring emergency melody

Attention: Nortel DECT systems do not support the Ring emergency call melody feature.

Assigning the Increasing ring feature

If you enable the Increasing ring feature, the volume level gradually increases during an alert.

To assign the Increasing ring feature, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Increasing ring** option and press the **Select** soft key.

Increasing ring

Select



3. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select

4. Press the **Select** soft key to apply the changes.



5. 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 as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Alert volume** option and press the **Select** soft key.

Alert volume

Select



3. Press the **Right** or **Left** key to assign the volume level.

OK

4. Press the **OK** soft key to apply the changes.



5. 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 as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Alert tone** option and press the **Select** soft key.

Alert tone

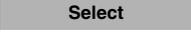
Select



3. Press the **Up** or **Down** key to select a melody.


 Play

- Press the **Play** soft key to listen to the melody or the **Select** soft key to apply it.


 Select


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

Enabling the Increasing alert feature

If you enable the Increasing alert feature, the volume level gradually increases during an alert.

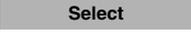
To enable the Increasing alert feature, perform the following steps:



- Open the **Sounds and alerts** menu as shown in “[Accessing the Sounds and alerts menu](#)” (page 150).



- Press the **Up** or **Down** key to highlight the **Increasing alert** option and press the **Select** soft key.


 Select


- Press the **Up** or **Down** key to select **On** or **Off**.


 Select

- Press the **Select** soft key to apply the changes.



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

Enabling the Vibrator feature

Attention: The Vibrator feature is available only on the DECT 4070 Handset.

If you enable the Vibrator feature, the handset vibrates before ringing or instead of ringing.

To enable the Vibrator feature, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in [“Accessing the Sounds and alerts menu”](#) (page 150).



2. Press the **Up** or **Down** key to highlight the **Vibrator** option and press the **Select** soft key.

Vibrator

Select



3. Press the **Up** or **Down** key to select **Off** (disabled), **Vibrate then ring**, or **Vibrate only**.

Off

Vibrate then ring

Vibrate only

Select

4. Press the **Select** soft key to apply the changes.



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

Enabling the Key sound feature

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 as shown in “Accessing the Sounds and alerts menu” (page 150).



2. Press the **Up** or **Down** key to highlight the **Key sound** option and press the **Select** soft key.

Key sound

Select



3. Press the **Up** or **Down** key to select **Silent** (disabled), **Click**, or **Tone** (different types of sounds).

Silent

Click

Tone

Select

4. Press the **Select** soft key to apply the changes.



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

Assigning confirmation sound

You can assign confirmation sound to indicate if you successfully perform a specific action.

To assign confirmation sound, perform the following steps:



1. Open the **Sounds and alerts** menu as shown in “Accessing the Sounds and alerts menu” (page 150).



Confirmation sound

Select

2. Press the **Up** or **Down** key to highlight the **Confirmation sound** option and press the **Select** soft key.



On

Off

Select

3. Press the **Up** or **Down** key to select **On** or **Off**.



4. Press the **Select** soft key to apply the changes.
5. Press the **Clr** key one or more times to return to the idle display.

Attention: The volume of the confirmation sound is fixed at level 1 by default.

Enabling the coverage warning feature

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 as shown in “[Accessing the Sounds and alerts menu](#)” (page 150).



Coverage warning

Select

2. Press the **Up** or **Down** key to highlight the **Coverage warning** option and press the **Select** soft key.



3. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select

4. Press the **Select** soft key to apply the changes.



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

Enabling the Charger warning feature

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 as shown in [“Accessing the Sounds and alerts menu”](#) (page 150).



2. Press the **Up** or **Down** key to highlight the **Charger warning** option and press the **Select** soft key.

Charger warning

Select



3. Press the **Up** or **Down** key to select **On** or **Off**.

On

Off

Select

4. Press the **Select** soft key to apply the changes.



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

Display settings

You can change the display settings of your handset. This section describes the following tasks:

- “Accessing the Display settings menu” (page 162)
- “Selecting wallpaper” (page 162)
- “Selecting a theme” (page 164)
- “Selecting a startup screen image” (page 165)
- “Configuring power save” (page 167)

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 and press the **Select** soft key.

Select



3. Press the **Left** or **Right** key to choose the **Display** menu.

Selecting wallpaper

Wallpaper is the image displayed on the screen of your handset in the idle state.

To assign wallpaper according to the selected theme, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Wallpaper** option and press the **Select** soft key.

Wallpaper

Select



3. Press the **Up** or **Down** key to select the **Theme** option.

Theme

Select

4. Press the **Select** soft key.



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

To assign wallpaper other than the selected theme, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Wallpaper** option and press the **Select** soft key.

Wallpaper

Select



3. Press the **Up** or **Down** key to select the **Picture** option.

Picture



4. Press the **Up** or **Down** key to select a picture from the list.

Show

Select

5. Press the **Show** soft key to see the picture or press the **Select** soft key to use it as your wallpaper.



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

If you do not want wallpaper on the screen of the handset, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Wallpaper** option and press the **Select** soft key.

Wallpaper

Select



3. Press the **Up** or **Down** key to select **None**.

None



4. 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 screen, and menu of your handset.

To select a theme, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Themes** option and press the **Select** soft key.

Themes

Select



3. Press the **Up** or **Down** key to select a theme from the list.

Select

4. Press the **Select** soft key.



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

Selecting a startup screen image

The startup screen image displays temporarily when the handset software starts.

To assign a startup screen image according to the selected theme, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Startup screen** option and press the **Select** soft key.

Startup screen

Select



3. Press the **Up** or **Down** key to select the **Theme** option.

Theme

Select

4. Press the **Select** soft key.



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

To assign a startup screen image other than the selected theme, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Startup screen** option and press the **Select** soft key.

Startup screen

Select



3. Press the **Up** or **Down** key to select the **Picture** option.

Picture



4. Press the **Up** or **Down** key to select a picture from the list.

Show

Select

5. Press the **Show** soft key to see the picture or press the **Select** soft key to use it as your startup screen image.



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

If you do not want to use a startup screen image, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Startup screen** option and press the **Select** soft key.

Startup screen

Select



3. Press the **Up** or **Down** key to select the **None** option.

None



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

Configuring power save

You can use the power save option to configure a period of time after which the handset enters an energy-saving state.

To assign a power save time period, perform the following steps:



1. Open the **Display** menu as shown in “[Accessing the Display settings menu](#)” (page 162).



2. Press the **Up** or **Down** key to highlight the **Power save** option and press the **Select** soft key.

Power save

Select



3. 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: During a call, the display switches off to prevent a rapid battery discharge. Press the **OK** key to highlight the display.



Save

4. Press the **Save** soft key.



5. 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 Calls settings menu to assign the preferences using the following options:

- [“Accessing the Calls settings menu” \(page 169\)](#)
- [“Accessing Statistics information” \(page 169\)](#)
- [“Answer mode configuration” \(page 170\)](#)
- [“Caller filter configuration” \(page 172\)](#)
- [“Configuring emergency calls” \(page 178\)](#)
- [“Assigning the Silent charging feature” \(page 180\)](#)

Accessing the Calls settings menu

To access the Calls 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 and press the **Select** soft key.



Select



3. Press the **Left** or **Right** key to choose the **Calls** menu.

Accessing Statistics information

You can view Call and message statistics using the units menu.

To access statistics information, perform the following steps:



1. Open the **Calls** menu as shown in “[Accessing the Calls settings menu](#)” (page 169).



2. Press the **Up** or **Down** key to highlight the **Units** option and press the **Select** soft key.

Units

Select



Call time

Message count

3. Press the **Up** or **Down** key to highlight the **Call time** option or the **Message count** option.

Attention: The message count option is available only on the DECT 4070 Handset.
The **Call time** and **Message count** options reflect the statistics only for outgoing calls and messages.

Reset

Yes

4. Press the **Reset** soft key to reset the statistics (if necessary) and then press the **Yes** soft key to confirm the changes.



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

Answer mode configuration

The following Answer modes define the way you answer incoming calls:

- Any key answer mode—answer with any key
- Autoanswer mode—the handset goes off-hook automatically
- Normal answer mode—answer with the **OK** or **Call** key

This section describes the following tasks:

- [“Configuring Any key answer mode” \(page 170\)](#)
- [“Configuring Autoanswer mode” \(page 171\)](#)
- [“Configuring Normal answer mode” \(page 172\)](#)

Configuring Any key answer mode

To configure Any key answer mode, perform the following steps:



1. Open the **Calls** menu as shown in [“Accessing the Calls settings menu” \(page 169\)](#).



- Press the **Up** or **Down** key to highlight the **Answer mode** option and press the **Select** soft key.

Answer mode

Select



- Press the **Up** or **Down** key to highlight the **Any key** option.

Any key

Select

- Press the **Select** soft key.



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

Configuring Autoanswer mode

To configure Autoanswer mode, perform the following steps:



- Open the **Calls** menu as shown in “[Accessing the Calls settings menu](#)” (page 169).



- Press the **Up** or **Down** key to highlight the **Answer mode** option and press the **Select** soft key.

Answer mode

Select



- Press the **Up** or **Down** key to highlight the **Auto. answer** option.

Auto. answer

Select

- Press the **Select** soft key.



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

Configuring Normal answer mode

To return to Normal answer mode, perform the following steps:



1. Open the **Calls** menu as shown in “[Accessing the Calls settings menu](#)” (page 169).



2. Press the **Up** or **Down** key to highlight the **Answer mode** option and press the **Select** soft key.

Answer mode

Select



3. Press the **Up** or **Down** key to highlight the **Normal** option.

Normal

Select

4. Press the **Select** soft key.



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

Caller filter configuration

The Caller filter allows you to selectively block or accept calls from specified phone numbers. You can store up to 10 phone numbers in 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 only on the DECT 4070 Handset.

The Caller filter functions only when the caller number transmits through Integrated Services Digital Network (ISDN).

This section contains information to help you work with caller filter. It includes add and edit entries, and activate or deactivate caller filter.

- “[Accessing the Caller filter menu](#)” (page 173)

- “Adding an entry to the Caller filter list” (page 173)
- “Editing entries in the Caller filter list” (page 174)
- “Deleting entries in the Caller filter list” (page 175)
- “Deleting all entries in the Caller filter list” (page 176)
- “Activating Caller filter” (page 177)

Accessing the Caller filter menu

To open the Caller filter menu, perform the following steps:



1. Open the **Calls** menu as shown in “Accessing the Calls settings menu” (page 169).



2. Press the **Up** or **Down** key to highlight the **Caller filter** option and press the **Select** soft key.

Caller filter

Select

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 as shown in “Accessing the Caller filter menu” (page 173).



2. Press the **Up** or **Down** key to highlight the **List** option and press the **Select** soft key.

List

Select

Add

3. Press the **Add** soft key.

4. Press the **Up** or **Down** key to highlight the **Enter number** option, press the **Select** soft key and use the **Dialpad** to enter the telephone number and the name, and then press the **Save** soft key.
OR
Press the **Up** or **Down** key to highlight the **Lookup contact** option, press the **Select** soft key and use the **Up** or **Down** key to highlight the required contact, and then press the **Select** soft key.

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 the specified sequence.



5. 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 as shown in “Accessing the Caller filter menu” (page 173).



2. Press the **Up** or **Down** key to highlight the **List** option and press the **Select** soft key.

List

Select



3. Press the **Up** or **Down** key to highlight the required entry and press the **More** soft key.

More



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

Edit

Select



5. Use the **Dialpad** to edit the telephone number and name and press the **Save** soft key.

Save



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

Deleting entries in the Caller filter list

To delete entries in the Caller filter list, perform the following steps:

Caller filter

1. Open the **Caller filter** menu as shown in [“Accessing the Caller filter menu”](#) (page 173).



2. Press the **Up** or **Down** key to highlight the **List** option and press the **Select** soft key.

List

Select



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



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

Delete

Select

Yes

5. 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 entries in the Caller filter list

To delete all entries in the Caller filter list, perform the following steps:



1. Open the **Caller filter** menu as shown in “[Accessing the Caller filter menu](#)” (page 173).



2. Press the **Up** or **Down** key to highlight the **List** option and press the **Select** soft key.



Select



3. Press the **Up** or **Down** key to highlight any entry and press the **More** soft key.



More



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



Delete all

Select

Yes

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



6. Use the **Dialpad** to enter the PIN code and press the **OK** soft key.



OK



7. 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 as shown in [“Accessing the Caller filter menu”](#) (page 173).



2. Press the **Up** or **Down** key to highlight the **Mode** option and press the **Select** soft key.

Mode

Select



3. Press the **Up** or **Down** key to highlight the required mode and press the **Select** soft key.

Select



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

To deactivate an accept or block list, perform the following steps:

Caller filter

1. Open the **Caller filter** menu as shown in [“Accessing the Caller filter menu”](#) (page 173).



2. Press the **Up** or **Down** key to highlight the **Mode** option and press the **Select** soft key.

Mode

Select



3. Press the **Up** or **Down** key to highlight the **Filter off** mode and press the **Select** soft key.

Filter off

Select



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

Configuring emergency calls

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 do not enter a message, the number dials.
- If you define a message (up to 160 characters in length), the handset sends the message to the number.

Attention: The Emergency call feature is available on both DECT 4027 and 4070 Handset, but the message can only be sent from DECT 4070 Handset.

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” \(page 97\)](#).

To assign an emergency call number, perform the following steps:



1. Open the **Calls** menu as shown in [“Accessing the Calls settings menu” \(page 169\)](#).



Emergency call

Select

- Press the **Up** or **Down** key to highlight the **Emergency call** option and press the **Select** soft key.



Select

- Press the **Up** or **Down** key to highlight the **Number** option and press the **Select** soft key.

- Look up contact** and press the **Select** soft key, press the **Up** or **Down** key to highlight the required number from your contacts list and then press the **Select** soft key.

OR

Enter Number and press the **Select** soft key, and use the **Dialpad** to enter or edit the number, and then press the **Save** soft key.



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

To assign a text message to an emergency call, perform the following steps:



- Open the **Calls** menu as shown in “[Accessing the Calls settings menu](#)” (page 169).



Emergency call

Select

- Press the **Up** or **Down** key to highlight the **Emergency call** option and press the **Select** soft key.



Message

- Press the **Up** or **Down** key to highlight the **Message** option and press the **Select** soft key.



Save

4. Use the **Dialpad** to enter the text of the emergency message and press the **Save** soft key.

5. Configure the emergency call number to which to send the message.



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

Assigning 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.

To assign the Silent charging feature, perform the following steps:



1. Open the **Calls** menu as shown in “[Accessing the Calls settings menu](#)” (page 169).



2. Press the **Up** or **Down** key to highlight the **Silent charging** option and press the **Select** soft key.

Silent charging

Select



Off

Discon.

Silent

3. 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-answering mode remains active when you select the **Silent** option. Even if the Silent charging feature is configured, placing an already ringing handset in the charger doesn't mute the ringer.

Select

4. Press the **Select** soft key to apply the changes.



5. 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.

Register

For information about registering the handset, see [“Subscribing the handset to a DECT system” \(page 44\)](#).

Deregister

For information about deregistering the handset, see [“Terminating a subscription” \(page 47\)](#).

Selecting a network

For information about selecting a network, see [“Manually selecting the DECT system” \(page 46\)](#).

Bluetooth

Attention: The Bluetooth feature is available only on the DECT 4070 Handset.

The following sections describe the procedures you can use to configure Bluetooth:

- [“Bluetooth module installation” \(page 194\)](#)
- [“Bluetooth headset installation” \(page 197\)](#)

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 list the FFC or SPRE codes assigned by your system administrator.

Fill this table with the specific codes and features available on your system, based on the information provided by the system administrator.

Table 15: FFCs and SPRE codes

FFC or SPRE code	Feature
	Call Forward— to activate
	Call Forward— to deactivate

Handset accessories

Nortel provides accessories with your handset. The following table lists the accessories available for the DECT 4027 and 4070 Handsets.

Table 16: List of accessories

Item	Description	Order code
Multi Charger	Multi Charger allows you to charge up to eight DECT 4027 and 4070 Handsets. Universal AC Adapter included.	N0162958
Desktop Charger	Desktop Charger for DECT 4027 and 4070 Handsets.	N0162957
AC Adapter Int	AC Adapter for Desktop Charger—International mains plug.	N0162959
AC Adapter UK	AC Adapter for Desktop Charger—UK mains plug.	N0162962
AC Adapter ANZ	AC Adapter for Desktop Charger—Australia and New Zealand mains plug.	N0162961
Battery Pack	Extra handset battery pack for DECT 4027 and 4070 Handsets.	N0165276
Belt Clip Pack	Extra belt clip pack for DECT 4027 and 4070 Handsets.	N0162963
Handset Carry Case	Carry case for DECT 4027 and 4070 Handsets.	N0162964
MEM Card	Replacement Memory card for 4027 and 4070 Handsets.	N0162965
Headset	Headset for 4027 and 4070 Handsets.	A0550712

Item	Description	Order code
Bluetooth Module	Bluetooth module for the DECT 4070 Handset.	N0162966

Installing the belt clip

You can use the belt clip to fasten the handset on a belt (swivel belt clip), shirt or coat pocket (executive clip).

To install the belt clip, perform the following steps:

1. Place the handset facedown on a flat surface.
2. 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.

3. Slide out the belt clip compartment cover.
4. Remove the plastic tool.
5. Install the swivel belt clip as shown in [Figure 18](#) or the executive clip as shown in [Figure 19](#).

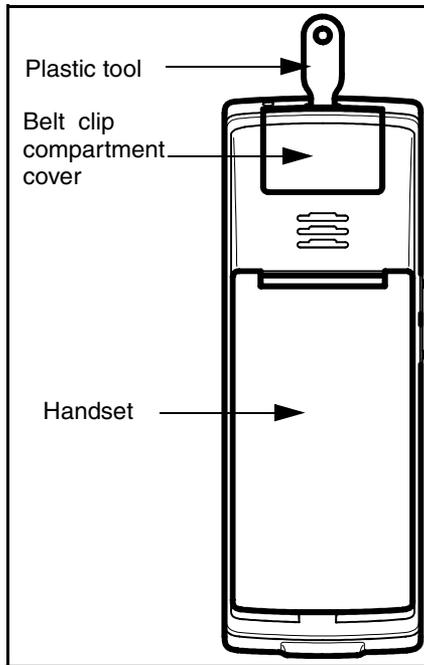
Figure 17: Using plastic tool

Figure 18: Installed swivel belt clip

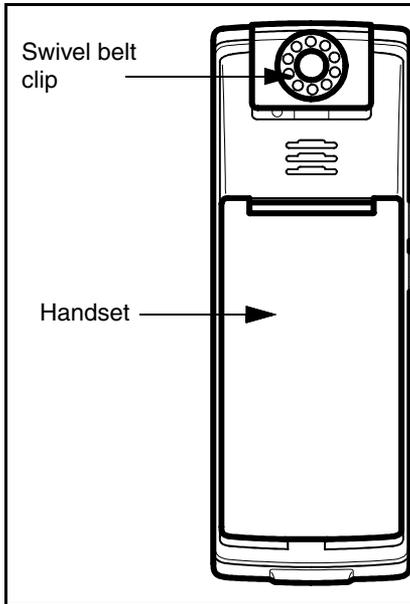
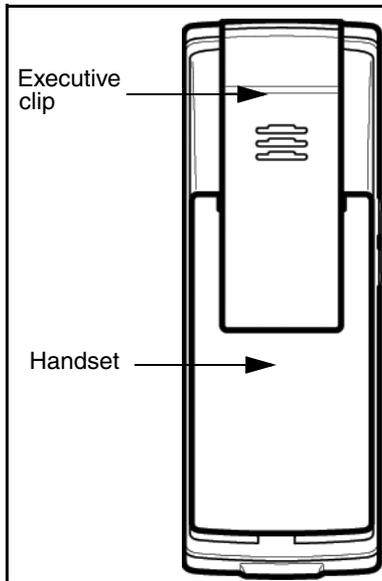


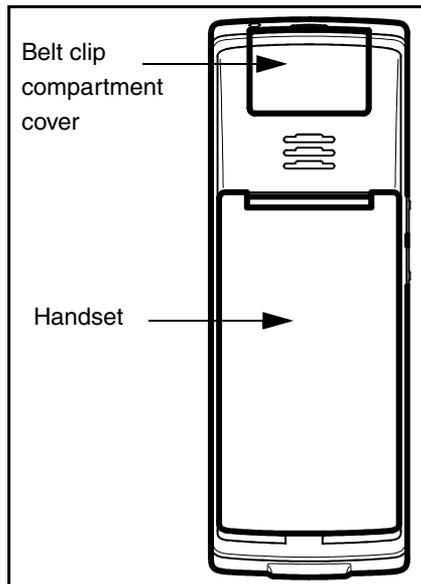
Figure 19: Installed executive belt clip



To uninstall the belt clip, perform the following steps:

1. Place the handset facedown on a flat surface.
2. Use the plastic tool to unlock the belt clip fastening.
The plastic tool is shipped in the box with the handset.
3. Slide out the belt clip.
4. Remove the plastic tool.
5. Install the belt clip compartment cover as shown in [Figure 20](#).

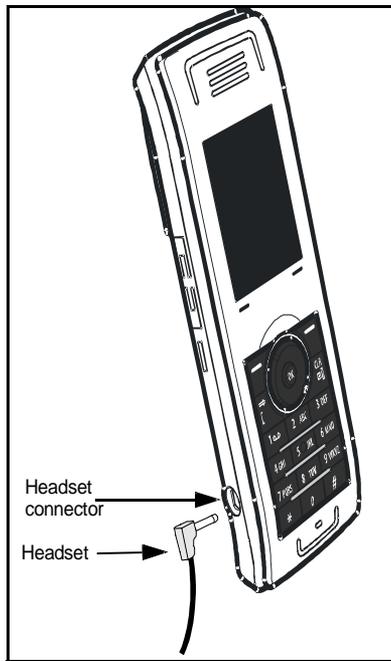
Figure 20: Belt clip compartment cover



Installing the headset

To use the optional headset with your DECT 4027 and 4070 Handsets, install it as shown in the following figure.

Figure 21: Installing the headset



Installing or removing the memory (MEM) card

The DECT 4027 and 4070 Handsets are equipped with a removable memory (MEM) card used to personalise your handset.

When an empty MEM card is inserted, the configuration of the handset is copied to the MEM card. But the DECT subscriptions of the handset are moved to the MEM card, to ensure that two handsets may never have the same subscriptions on both of them.

When inserting a MEM card with the configuration of some other 4027 or 4070 handset that configuration will be used. The parameters stored in the handset memory are not affected (including the existing subscriptions, if they are in the handset memory and not on a MEM card).

Any configuration changes or new contacts, messages, call entries, calendar items and call filter items added after installing a MEM card are only stored on the MEM card and not in the handset memory. The parameters that are stored in the handset memory remain intact and are

not accessible or visible to the user until the installed MEM card is removed from the handset.

Attention: The MEM card feature is optional. You can operate your handset without a memory card. An installed MEM card allows you to personalise the handset and retain subscriber data. The MEM card feature makes the data transfer easier when you change to another handset.

If you use [“Resetting the memory card” \(page 148\)](#) from the General Settings menu, the existing subscriptions are lost. Your handset must be re-subscribed to the DECT system. Any configuration changes, contacts, messages, call entries, calendar items, and call filter items 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. For more information about removing the battery pack, see [“Installing the battery pack” \(page 17\)](#). The MEM card tray is under the battery pack on the back of the handset.

Extracting the MEM card from the frame

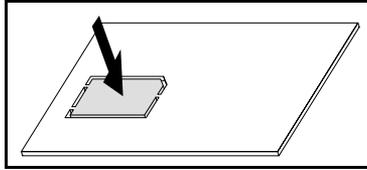
To install the MEM card into the handset, you must extract it from the frame.

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 22: Extracting the MEM card from the frame

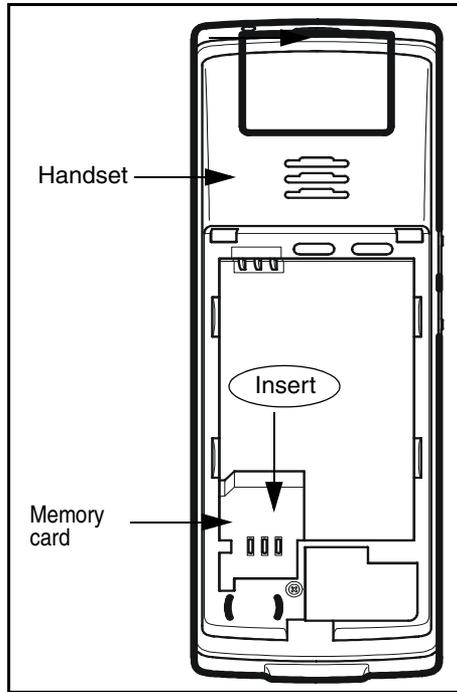


Attention: When you remove the MEM card from the frame, do not touch the metal contacts.

Installing the MEM card

To install the MEM card in the handset, perform the following steps:

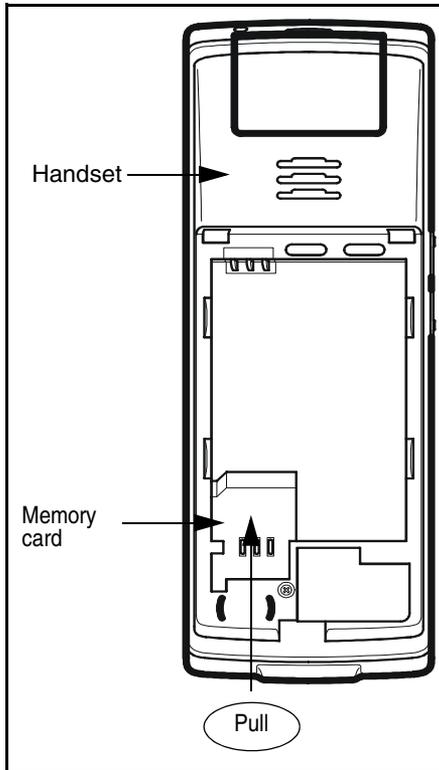
1. Place the handset facedown on a flat surface.
2. Remove the battery compartment cover and the battery.
3. Slide in the MEM card from under the two small crescents and press it, as shown in [Figure 23](#).
4. Ensure that you have inserted the MEM card completely.

Figure 23: Installing the MEM card**Removing the MEM card**

To remove the MEM card from the handset, perform the following steps:

1. Place the handset facedown 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 24](#).

Figure 24: Removing the MEM card



Bluetooth module installation

Your DECT 4070 Handset is equipped with a radio system to support Bluetooth wireless technology enabled headsets. Ensure you are familiar with the operation of the navigation keys to use the Bluetooth feature. For more information about handset controls, see [“Handset controls”](#) (page 33).

Attention: This feature is available only on the DECT 4070 Handset. Contact your system administrator to determine if you can use the Bluetooth wireless technology feature with your handset.

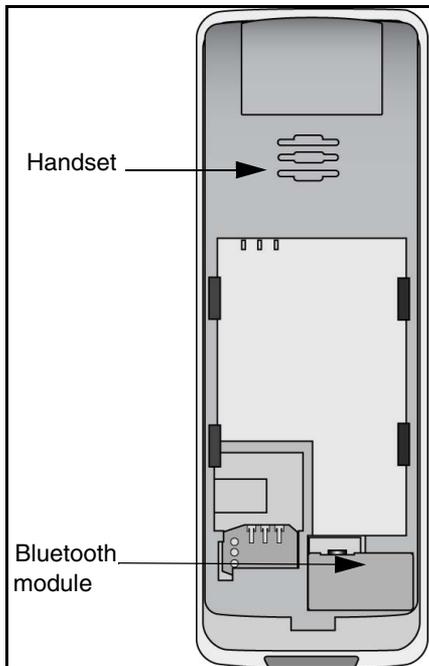
To install or remove the Bluetooth module, you must remove the battery pack. For more information about removing the battery pack, see ["Installing the battery pack" \(page 17\)](#).

Installing the Bluetooth module on your DECT 4070 Handset

To install the Bluetooth module on your DECT 4070 Handset, perform the following steps:

1. Place the handset facedown on a flat surface.
2. Remove the battery compartment cover and the battery.
3. Slide the Bluetooth module into the Bluetooth compartment as shown in [Figure 25](#).
4. Replace the cover after you reinstall the battery pack as shown in [Figure 2](#).

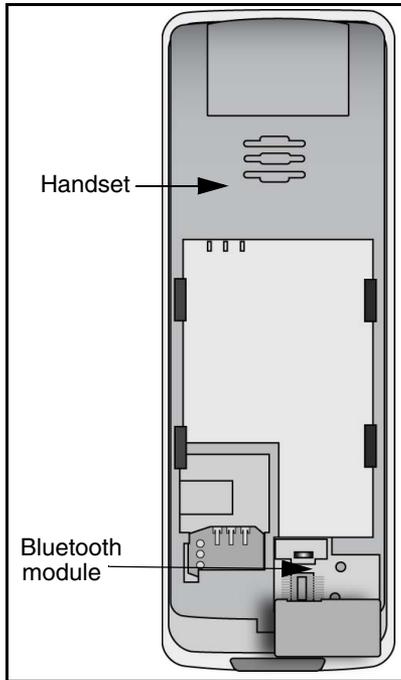
Figure 25: Bluetooth module installed



Removing the Bluetooth module from your DECT 4070 Handset

To remove the Bluetooth module from your DECT 4070 Handset, perform the following steps:

1. Place the handset facedown on a flat surface.
2. Remove the battery compartment cover and the battery.
3. Pull the Bluetooth module from the compartment as shown in [Figure 26](#).
4. Replace the battery cover after you reinstall the battery pack as shown in [Figure 2](#).

Figure 26: Bluetooth module removed

Bluetooth headset installation

You can install a Bluetooth headset on your handset.

The following table describes the Bluetooth headset status icons.

Table 17: Bluetooth headset status

Icon	Description
	Connected
	Disconnected
	In conversation

This section describes the following tasks:

- “Accessing the Bluetooth configuration menu” (page 198)
- “Enabling and disabling Bluetooth connectivity” (page 199)
- “Adding the Bluetooth headset” (page 199)
- “Connecting and disconnecting a paired Bluetooth headset” (page 200)
- “Deleting a Bluetooth headset” (page 201)

Accessing the Bluetooth configuration menu

To access the Bluetooth 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 connectivity

To enable and disable Bluetooth connectivity, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu as shown in [“Accessing the Bluetooth configuration menu”](#) (page 198).
2. If the first menu option is **Disabled**, press the **Select** soft key, and then press the **Yes** soft key to enable Bluetooth.

OR

If the first menu option is **Enabled**, press the **Select** soft key, and then press the **Yes** soft key to disable Bluetooth.



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

Adding the Bluetooth headset

To add the Bluetooth headset, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu as shown in [“Accessing the Bluetooth configuration menu”](#) (page 198).
2. Enable Bluetooth if it is disabled as shown in [“Enabling and disabling Bluetooth connectivity”](#) (page 199).
3. Start pairing mode on your Bluetooth headset (refer to 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, perform steps 5 to 9. 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 headset (refer to 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 headset

When you add a Bluetooth headset, the DECT Handset connects automatically if active. The DECT Handset disconnects the Bluetooth headset if the handset is inactive or out-of-range.

To connect and disconnect a Bluetooth headset manually, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu as shown in [“Accessing the Bluetooth configuration menu”](#) (page 198).



Paired devices

Select

2. Press the **Up** or **Down** key to highlight the **Paired devices** option and press the **Select** soft key.



3. Press the **Up** or **Down** key to highlight the required device.

Connect

4. Press the **Connect** or **Discon.** soft key to connect or disconnect the headset.

Discon.



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

Deleting a Bluetooth headset

To delete a Bluetooth headset, perform the following steps:

Bluetooth

1. Open the **Bluetooth** configuration menu as shown in “[Accessing the Bluetooth configuration menu](#)” (page 198).



2. Press the **Up** or **Down** key to highlight the **Paired devices** option and press the **Select** soft key.

Paired devices

Select



3. Press the **Up** or **Down** key to highlight the required device.

More

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



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

Delete

Yes

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



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

Terms you should know

Nortel Communication Server 1000 (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.

Fixed key

The hard-labelled keys on your telephone.

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

Nortel 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

Nortel DECT system based on DMC cards.

Voice mail

A system that allows you to exchange spoken messages with other users.

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User Guide

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