Mitel 7187 Analog Phone

USER GUIDE

Mitel®

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1 INTRODUCTION

Mitel 7187 is an advanced line-powered analogue telephone. It supports multi-languages, call log, message waiting, telephone book and A-number presentation. This user guide describes the features of the Mitel 7187 when it is connected to MiVoice MX-ONE and Telephony Switch.

1.1 USER INFORMATION

Safety instructions

Save these instructions

Read these safety instructions before use!

Note: When using your telephone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

- Follow instructions in the equipment's user guide or other documentation.
- Always install equipment in a location and environment for which it is designed.
- Headsets used with this equipment must comply with EN/IEC 60950-1
- Do not make any changes or modifications to equipment without seeking approval from the party responsible for compliance. Unauthorized changes or modifications could void the user's authority to operate the equipment.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, and kitchen sink, in a wet basement or near a swimming pool.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Do not disassemble the product. Contact a qualified service agency when service or repair work is required.
- Do not use a telephone (other than cordless type) during an electrical storm.

Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

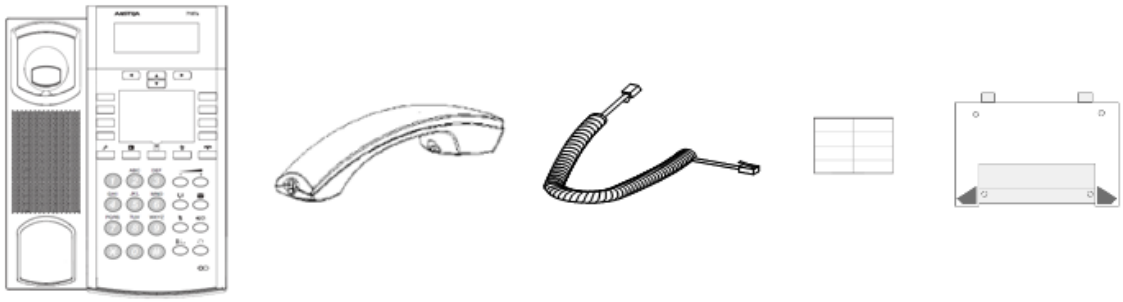
Notice to European customers:

CE

The CE marking affixed to Mitel products indicates conformance to the R&TTE directive 99/05/EC (Radio and Telecommunications Terminal Equipment Directive). For a copy of the original signed Declaration (in full conformance with EN45014), please contact your Mitel office or Sales partner.

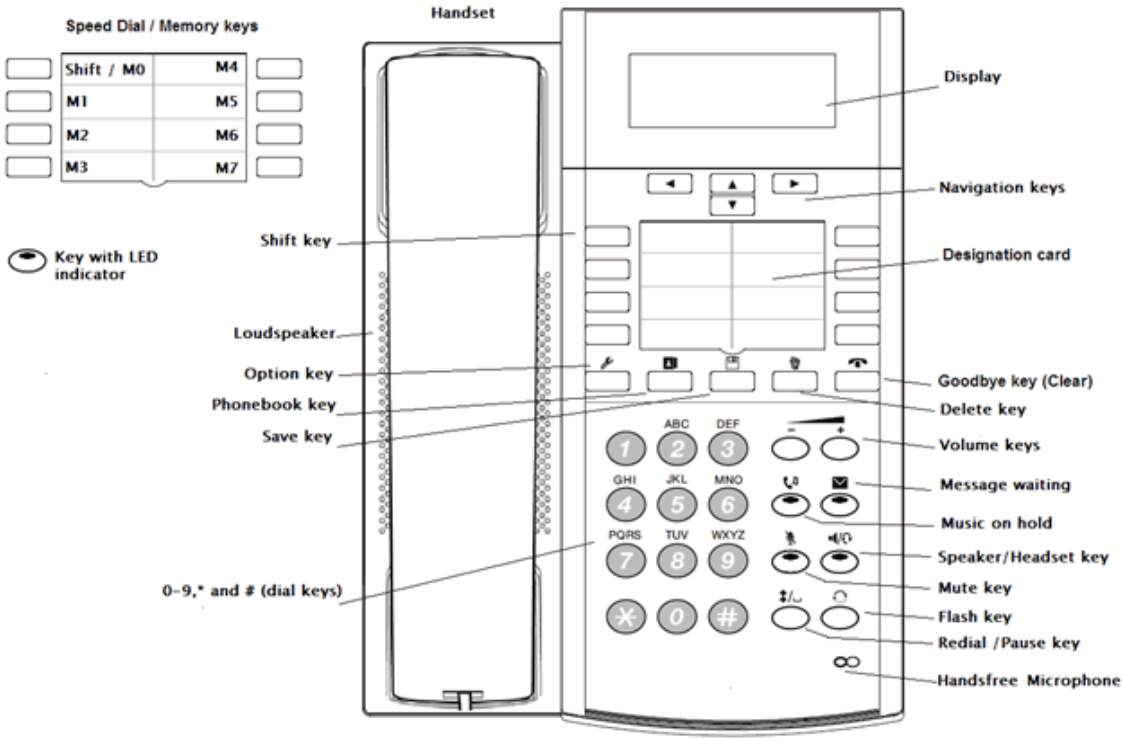
1.2 TELEPHONE PARTS

When you unpack your phone, you should ensure that you have all of the following items. If any part is missing, contact the supplier of your phone.



Telephone | Handset | Handset Cord | **Designation Card** | Telephone Base Desk Foot

1.3 TELEPHONE LAYOUT

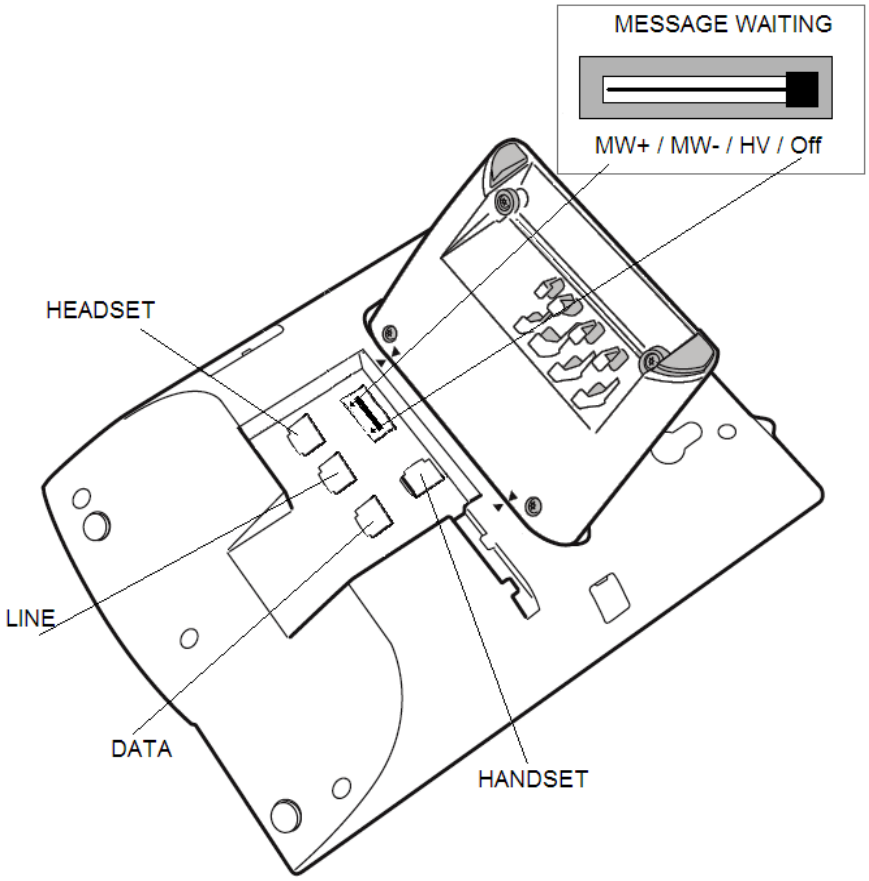


1.4 TABLE WITH KEY- SYMBOLS

Symbols / Keys	*French*	*Spanish*	*German*	*Portuguese*	*Italian*
Speed-dial Shift/M0-M7	*Numérotation abrégée* *Touche Maj/M0-M7*	*Teclas programables* *Shift/M0-M7*	*Kurzwahl* *Shift/M0-M7*	*Discagem rápida* *Shift/M0-M7*	*Numeri brevi* *Shift/M0-M7*
Navigation keys ◄ ▲ ▼ ►	*Touches de navigation*	*Teclas de navegación*	*Navigationstasten*	*Teclas de navegação*	*Tasti di scorrimento*
Flash Key	*Touche R-Flash*	*Tecla Flash*	*R- Taste*	*Flash*	*Tasto Flash*

Radial / Pause Key	*Touche Rappel / Mise en attente*	*Rellamada/ Pausa*	*Wahlwiederholung / Pausentaste*	*Rediscagem/tecla de pausa*	*Bis/Pausa*
Goodbye key	*Touche Au revoir*	*Desconectar*	*Ende Taste*	*Desconectar*	*Tasto Riaggancio*
0-9, * and # (dial keys)	*0-9, * and # (touches de numérotation)*	*0-9, * and # (digitos)*	*0-9, * and # (Zifferntasten)*	*0-9, * and # (Dígitos)*	*0-9, * e # (Tasti selezione)*
Volume keys	*Touches de réglage volume*	*Volumen*	*Lautstärketasten*	*Volume*	*Tasti regolazione volume*
Mute key	*Touche secret - Act./desactiv- Micro*	*(Mute) silencio*	*Stummtaste*	*Mudo*	*Tasto mute*
Option Key	*Touche option*	*Tecla de opciones opción*	*Optionswahltaste*	*Opções*	*Tasto opzioni*
PhoneBook Key	*Touche d'annuaire téléphonique*	*Agenda*	*Telefonbuchtaste*	*Agenda*	*Tasto Rubrica*
Save key	*Touche de sauvegarde*	*Salvar*	*Speichertaste*	*Salvar*	*Tasto salvataggio*
Delete key	*Touche d'Effacement*	*Borrado*	*Löschtaste*	*Excluir*	*Tasto cancella*
Music on hold	*Musique d'attente*	*Música en espera*	*Musik bei Warten*	*Música em espera*	*Musica d'attesa*
Message waiting	*Message en attente*	*Mensaje en espera*	*Nachricht wartet*	*Mensagem em espera*	*Messaggio Giacente*
Speaker / Headset key	*Haut-parleur / Casque*	*Altavoz / Tecla de manos libre*	*Lautsprecher / Kopfhörertaste*	*Alto-falante / Fone de ouvido*	*Altoparlante/ Cuffia*

1.5 CABLE INLETS AND MW SWITCH



Symbols	*French*	*Spanish*	*German*	*Portuguese*	*Italian*
Line socket	*Prise ligne téléphonique*	*Puerto conneccion de linea*	*Anschlussbuchse*	*Conector de linha telefônica*	*Presa linea telefonica*
OFF / Hi Volt / MW(-) / MW(+)	*ARRET / Haute Tension / MW(-) / MW(+)*	*DE / Alto voltaje / MW(-) / MW(+)*	*AUS/Spannung/ MW(-) / MW(+*	*OFF / Hi Volt / MW(-) / MW(+)*	*OFF/Alta Tensione MW(-) / MW(+)*
Headset Jack	*Prise pour casque*	*Puerto de auricular*	*Kopfhörerbuchse*	*Conector do fone de ouvido*	*Presa Cuffia*
Handset Jack	*Prise pour combiné*	*Puerto de microtelefono*	*Hörerbuchse*	*Conector do monofone*	*Presa Microtelefono*
Data Jack	*Prise pour données*	*Puerto de datos*	*Datenbuchse*	*Conector de linha de dados*	*Presa dati*

2 CALL HANDLING

2.1 INCOMING CALLS

To answer an incoming call

Lift the handset or press without lifting the handset.

Answer a second call

A call waiting tone will inform you, during conversation that a second call is waiting. You have two options:

Option 1:

1. Press to hang up. The new call will be signaled on your phone
2. Lift the handset to receive the call.

Option 2:

1. Ask the party you are speaking with to wait
2. Press and replace the handset. The waiting call will start ringing.
3. Lift the handset to receive the new call
4. Press **2** to return to the first call (Sweden, press **)**

After finishing the call, replace the handset to receive the first call again

Answer a call from another extension
You can answer a call from another extension from any phone in your office:

1. Lift the handset and call the ringing extension.
2. You receive a busy tone, press numeric key, 8 (France:4 Sweden 6)

Mute ring signal

Press to mute the ring signal (LED flashing)

Do not disturb, DND

When you activate DND, calls to your extension is not shown.
Outgoing calls can be made as usual.

Activate DND:

Lift the handset and press numeric keys *** 2 7 #**, Press [ ] to hang up.

Deactivate DND:

Lift the handset and press numeric keys **# 2 7 #** Press [ ] to hang up.

Goodbye Key

1. During off-hook by handset, press [☎] to process another call.
2. During off-hook by handsfree/headset, press [☎] to hang up.

Call duration timer for incoming calls

A call duration timer for incoming calls starts 5 seconds after “off hook” status is established. The call duration is stored in the call list with the caller ID information.

2.2 OUTGOING CALLS

Dial and Pre-dial

Dial
Pick up the handset or press 🔊 for hands free / headset operation. Press numeric keys, (if required also * # or ↕/␣ to dial out)

Pre-dial
During on-hook, press the keys for the number to be dialed (max. 32 digits). press 🔊 or ► key or pick up the handset, the phone will dial out the number in 1,1s.

Call by Handsfree

1. Press 🔊 and enter the number by using the dial pad.
2. To hang up the phone, press 🔊 again.
3. When you are in handset mode, you can switch to handsfree mode by pressing 🔊

Call by Headset

Insert a headset to the phone

1. Press 🔊 and enter the number using the ▲dial pad.
2. To hang up the phone, press 🔊 again.
3. When you are in handset mode, you can switch to headset mode by pressing 🔊 .

Redial

1. Press ↕/␣, the display shows the last number you have dialed.
2. There are up to 5 most recent redial number, press ▲ or▼ to view the records.
3. Lift the handset or press either 🔊 or ► to dial out.

Last External Number Redial

1. Lift the handset and press numeric key *** * ***
   (Finland and Sweden: * * 0)

Call via the phonebook

1. Press Select SEARCH or press key to enter Phonebook viewing state
2. Press ▲ or▼ to view the records. Hold the ▲ /▼ key for 3s could activate fast scrolling
3. Lift the handset or press either or ► to dial out

Dial Back from Call Record

1. Press > CALL RECORD
2. Press ▲ or ▼ to select call record that you wish to call
3. Lift the handset or press either or ►

Speed-dial by Memory Keys (M0-M7)

1. Pick up the handset or press
2. Press memory key (M1 to M7) or to dial a number that is stored on the second level press Shift (M0) + M1 to M7.

Call Back

If a called extension is busy or there is no answer:

1. At busy tone, Press numeric key 6 press to hang up. (Finland, France and Sweden: 5).
2. Lift the handset when you are called back.

If all external lines are busy (after dialing the digit or digits to get the line:

1. At busy tone, Press numeric key, **6** (Finland, France, Sweden: 5).
2. Dial the external number and press #, press to hang up.
3. Lift the handset when you are called back.

Cancel call back

Cancel single call back:

1. Lift the handset and press numeric keys **# 3 7*** , ext number, #
2. Press to hang up

Cancel all callbacks:

1. Lift the handset and press numeric keys **# 3 7 #**
2. Press to hang up

Protection (Data Privacy)

Protection allows you to make a call without any disturbances, e.g. intrusion. The feature is automatically cancelled when the call is finished

1. Lift the handset and Press numeric keys *** 41 #**

Number presentation restriction

If you do not want your name and number to be displayed to the person you are calling.

1. Lift the handset and press numeric keys * 4 2 #
2. Dial the number

Call duration timer for outgoing calls

A call duration timer for outgoing calls starts 5 seconds after “off hook” status is established. The call duration is stored in the call list with the caller ID information.

2.3 DURING CALLS

Mute

1. When a call is in progress, press to mute (LED flashing).
2. To speak to the caller, press again (LED off).

Mute with music/Music on hold

1. When a call is in progress, press to hold the call (LED on).
2. Press again or toggle the hook switch to resume the call (LED off).

Inquiry

1. When a call is in progress, press
2. Call 3rd party and wait for an answer
3. Return to the first call by pressing, **2** (Sweden:)

Refer back (Switch back):

Press, **2** to refer back to the other party (Sweden:)

Transfer

1. When a call is in progress, press
2. Call 3rd party and wait for an answer.
3. Replace the handset before or after the answer

Conference

1. When a call is in progress, press,
2. Call 3rd party
3. After answer, press numeric key 3

Repeat the procedure to add more conference members (max 7 members)

Hold / Park a call

1. When a call is in progress, Press and press to hang up
2. Lift the handset to resume the call on your own extension

To resume the call from on another extension:

1. Lift the handset
2. Call the extension where the call was put on hold
3. Press numeric key **8** (France: 4. Sweden:6)

2.4 CALL FORWARDING

Diversion

If you do not want to be disturbed or will be out of office, you can have all calls to your extension diverted to a preprogrammed answering position. During diversion you will hear a special dial tone. You can still make calls as usual. Diversion can be made direct, on no answer, on busy or to another information service facility.

Order direct diversion from your own extension

The call can be diverted to an individual position or up to three determined common answering positions (depending on the type of the incoming call). Pre-programmed by your system administrator.

1. Lift the handset and Press numeric keys *** 21 #** (UK: *2#)
2. Press to hang up

Cancel diversion from your own extension:

1. Lift the handset and press numeric keys **# 21 #** (UK: # 2 #),
2. Press to hang up.

Diversion when there is no answer:

1. Lift the handset and Press numeric keys *** 211 #** (Finland and Norway: *61#)
2. Press to hang up

Cancel diversion when there is no answer:

1. Lift the handset and press numeric keys **# 211 #** (UK: #61#),
2. Press to hang up.

Diversion when the caller receives a busy tone:

1. Lift the handset and Press numeric keys *** 212 #** (Finland and Norway: *67#)
2. Press ☎ to hang up

Cancel diversion when the caller receives a busy tone:

1. Lift the handset and press numeric keys **# 212 #** (UK: # 67 #),
2. Press ☎ to hang up.

Internal Follow me

All calls to your extension are diverted to an extension of your choice, within the private network. For example, when you are working in another room and want your calls to follow you to that answering position. When your telephone has Follow-me you can still make calls from it as usual.

As a reminder that your telephone has Follow-me, you will hear a special dial tone each time you lift the handset to make a call.

Ordering Follow-me from your own phone:

1. Lift the handset (dial tone) and press numeric key *** 2 1 *** (UK:*2*)
2. Dial extension number of the answering position and press # (Special dial tone)
3. Press ☎ to hang up

Canceling Follow-me from your own phone:

1. Lift the handset (special dial tone) and press numeric key **# 21 #** (ordinary dial tone) (UK:#2#)
2. Press ☎ to hang up

Ordering Follow-me from another phone:

You can order Follow-me of your own extension number from another telephone.

The first step is to allow that Follow-me is permitted to be done from another telephone. Do the following from your own telephone:

1. Lift the handset (dial tone) and press numeric keys *** 2 1 *** (UK:*2*)
2. Dial own extension number and press #
3. Press ☎ to hang up

To order Follow me from another telephone:

1. Lift the handset (dial tone) and press numeric keys *** 2 1 *** (UK:*2*)
2. Dial own extension number * the extension number of the new answering position # (special dial tone)
3. Press ☎ to hang up

Canceling Follow-me from another phone:

1. Lift the handset (dial tone) and dial **# 21***
2. Dial own extension number # (dial tone)
3. Press ☎ to hang up

Ordering Follow-me remotely:

With this feature you can order follow-me of any extension number from any telephone.

The prerequisite is that all the involved telephones have the right service profile-

To order remote programming of follow-me, do the following:

1. Lift the handset (dial tone) and press numeric keys *** 2 1 *** (UK:*2*)
2. Extension number to divert ***** extension number of the new answering position #
3. Wait for special dial tone
4. Press ☎ to hang up

Canceling Follow-me remotely:

To cancel remote programming of Follow-me from another telephone than the telephone with diverted number:

1. Lift the handset and wait for the dial tone
2. Press numeric keys # **2 1 *** (UK:*2*)
3. Dial diverted extension number and press # and Press ☎ to hang up

External Follow me

1. Lift the handset and press numeric keys *** 2 2 #**
2. Dial external line code and external number press # press ☎ to hang up

Cancel: Lift handset and press numeric keys **# 2 2 #** Press ☎ to hang up

General Cancelation

1. Cancel all activated features:
2. Lift the handset and Press numeric keys **# 0 0 1 #**

2.5 OPTIONAL CALL HANDLING FEATURES

The features below may not be available in your telephony system. Please contact your system administrator for information.

Free seating

1. Log on: Lift the handset and press numeric keys *11*
2. Dial Authorization code and press numeric key * Own extension number, press #

Log off: Lift handset and press numeric keys #11# press ☎ to hang up

Personal Number

With the personal numbers and profiles feature you can be reached on your normal office phone number even if you are out of the office. A search profile (1-5) can be designed to fit the situation (in the office, traveling, at home, and so on). Both internal and external phone numbers can be used in a profile. Your search profile is programmed or modified by system administrator.

When the feature is activated, incoming calls are transferred to selected phones or back-up services in the order that you choose. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile (Voice Mail or a colleague). You can handle the profiles from your own office phone. How to do this is described in this section (an operator can also assist you).

You can also use any of the Personal Assistant applications if available.

Contact your system administrator for more information. When out of the office, the feature Direct Inward System Access (DISA) can be used, if available in your system. How to use DISA is described in this section.

Activate or change profile from own extension:

1. Lift handset and press numeric keys ***1 0 * (1- 5) #**
2. press ☎ to hang up

Canceling a profile from your phone:

1. Lift handset and press numeric keys **#10#**
2. Press ☎ to hang up

Voice Mail

Enter your mailbox:

1. Lift handset and dial the voice mail number and follow recorded instruction.

Note: If the number to the voice mail system has been programmed on the message waiting key you can also press that key to enter the mailbox.

Call Waiting

If you urgently wish to contact a busy extension or external line, you can notify the extension by a call waiting signal:

1. At busy tone, press numeric key, 5 (Finland, France: 6 Sweden:4).
2. Wait on line on line

Account Code

This feature is used to charge a call to an account number or to prevent unauthorized calls from your phone. The account code can have 1-15 digits.

1. Lift handset and press numeric key *** 6 1 *** account code #
2. Dial the digit or digits to get an external line and the external number.

Absence Information

The absent information is used to inform the caller why you are absent and when you will return. Contact your system administrator regarding the available absence codes.

With return date and time

1. Lift the handset and press numeric key *** 2 3 ***
2. Enter absence code (0-9) and press numeric key *****
3. Enter the date or time (MMDD) or time (HHMM), press #

Cancel: Lift handset and press numeric key # **2 3 #,** press to hang up.

Without return date and time

1. Lift the handset and press numeric key *** 2 3 ***
2. Enter absence code (0-9) and press numeric key #

Cancel: Lift handset and press numeric keys # **2 3 #,** press to hang up

Order for another extension:

1. Lift the handset and press numeric key *** 2 3 0 ***
2. Dial the extension number and press *****
3. Enter the absence code (0-9), press *****

Enter date or time (MMDD) or time (HHMM), for the other persons return, Press #, press to hang up.

Cancel: Lift handset and press numeric key **#230*** Dial extension number and press #, press to hang up.

Parallel Ringing

This feature makes it possible for an incoming call to ring on several phones simultaneously and for the call to be answered on any of the phones. The feature requires all the phones involved to be defined in a parallel ringing list.

To disable the parallel ringing temporarily:

1. Lift the handset and press numeric key *** 2 1 ***
2. Dial extension number and press, #, press to hang up.

To restore Parallel Ringing:
Lift the handset and press numeric key # **21 #,** press to hang up.

Intrusion on a busy extension

You can intrude on an ongoing call on a busy extension:

1. Lift the handset and Press numeric key **4,** (France and Sweden: 8)

Before the intrusion a warning tone is sent to the parties in the ongoing call.

Group features

Group Call – pick - up

In a call-pick-up group, any member can answer any individual call to group member.

1. Lift the handset and Press numeric key *__8#__ to answer the call (Finland and Sweden: 0)

Common bell group

Calls are signaled on a common bell:

1. Lift the handset and Press numeric key,*__8#,__ to answer the call (Finland and Sweden: 0)

Group hunting

As a member of a group of extensions that is called by a common number, you can temporarily leave the group:

1. Lift the handset and Press numeric key * 2 1 * (U.K: *2*)
2. Dial your own extension number and press #, press to hang up

To re-enter the group:

1. Lift the handset and press numeric keys # **21 #,** press to hang up (UK:#2#)

If you are authorized, you can divert all calls to a group, to another extension or another group:

1. Lift the handset and press numeric key *** 2 4 ***
2. Dial number of the group to be diverted, Press numeric key *****
3. Dial extension number to the new answering position, press # press to hang up

To cancel the diversion:

1. Lift the handset and press numeric key # **2 4 ***
2. Dial the number of the group that has been diverted
3. Press numeric key #, press to hang up

Direct inward system Access - DISA

If you are assigned to use this feature and you are working externally, you can call your office and get access to an external line in order to make business calls.

With common authorization code:

1. Lift the handset and call the DISA feature in your office.
2. You receive dial tone, press numeric key: *** 7 2 ***
3. Dial the authorization code and press numeric key #
4. You receive a dial tone, Dial external number

With individual Authorization code:

1. Lift the handset and call the DISA feature in your office.
2. You receive dial tone, press numeric key: *** 7 5 ***
3. Dial the *authorization code* and press numeric key *****
4. You receive a dial tone, Dial *external number*, press *****

5. Dial your *own extension number* and press #
6. You receive a dial tone. Dial external number

Authorization code, Common

If you are authorized to use a common authorization code (1 to 7 digits) you can temporarily change any phone used within the telephone system to the authority level connected to this code.

For a single call:

1. Lift the handset and press numeric key *** 7 2 ***
2. Enter *authorization code* and press #
3. You receive a verification tone, Dial the digit or digits to get an external line and the external number.

To open an extension for several calls:

1. Lift the handset and press numeric key # 7 3 *
2. Enter authorization code and press #
3. You receive a verification tone.

To lock an extension:

1. Lift the handset and press numeric key *** 73***
2. Enter *authorization code* and press #
3. You receive a verification tone.

Authorization code, individual

If you are authorized to use an individual authorization code (1-7 digits, affiliated to your own extension) you can lock your own extension to a common authority level, e.g. when out of the office. You can also temporarily change any other phone used within the telephone system to the same authority level as you have on your own phone. The individual code can be changed from your own extension.

To lock the phone:

1. Lift the handset and press numeric key *** 76 ***
2. Enter *authorization code* and press #
3. You receive a verification tone.

To make calls with your authority level when your phone is locked:

1. Lift the handset and press numeric key ***75 ***
2. Enter *authorization code* and press #
3. Dial the digit or digits to get an external line and the external number.

To open your phone:

1. Lift the handset and press numeric key **# 76 ***
2. Enter *authorization code* and press #
3. You receive a verification tone.

To assign your own authority level to another phone:

1. Lift the handset and press numeric key *** 75 ***
2. Enter *authorization code* and press *****
3. You receive verification tone
4. Enter your *own extension number* and press #
5. You receive verification tone, Dial the digit or digits to get an external line and the external number.

To change your individual authorization code:

1. Lift the handset and press numeric key *** 74 ***
2. Enter *old authorization code* and press *****
3. Enter *new authorization code* and press #
4. You receive verification tone.

3 TELEPHONE/MENU FEATURES

3.1 CALL RECORDS/CALL LOG

View Call Records

Press or scroll the list. Hold the key for 3 s could activate fast scrolling

Press ▲or ▼to scroll the list. Hold the ▲ / ▼key for 3s could activate fast scrolling.

To view the call categories:

1. Press ⊂ > CALL RECORD
2. Press ▲ or ▼
3. Select category “MISSED CALL” / “DIALED CALL”/”ANSWERED CALL”
4. Press ⊂ or ▶ to view the calls list.
5. Press ▲ or ▼to scroll the list. Hold the ▲ / ▼ key for 3s could activate fast scrolling

Delete Call Records

1. When you will see ‘DELETE?’ press to confirm or or ◀ to cancel the deletion.
2. If you want to delete ALL the records, press and hold for 3 seconds.
3. When you will see ‘DELETE ALL?’ press to confirm or or◀ to cancel the deletion.

Note: If the phone was locked, you need to enter the password for deleting the phonebook entries and speed dial memories (see “Set Lock State”).

Save One-touch / Two-touch memory / Phonebook from Call Records:

1. Select the call record that you wish to save. Press to confirm
2. input the Name and press twice
3. The display shows ‘M? ? ’, press (M1-M7) or SHIFT+(M0-M7) or to save

Dial Back from Call Records:

1. Select the call record that you wish to call.
2. Lift the handset or press either or ▶

Area Code Filter

If area code was set (see “Area code setting”), the phone will compare and filter the initial digits of the incoming number.

An example:

The area code was set “755”.

If the incoming call’s number is “755-12345678”, then caller ID will be displayed “12345678” while “755” will be filtered.

Note: Only numbers with 7 digits or longer could be filtered the area code. Otherwise the complete number with area code will be displayed.

3.2 SPEED DIAL MEMORY

There are seven keys (M1-M7) for storing frequently used number. You can store two numbers per key by using (shift+M1-M7)

Save a Memory

1. Replace the handset on the phone
2. Press memory key (M1 to M7) or “second level” memory keys
3. (Shift + M1 to M7)
4. Press and enter the name to be saved
5. Press and enter the number to be saved
6. Press key again to complete saving

Note: For some rare conditions it may be useful to insert a **pause** between e.g. the area code and the phone number. To do this; enter the area code, press the pause key and then continue with the telephone number.

Dial from a Memory key

1. Pick up the handset or press
2. Press memory key (M1 to M7) or “second level” memory keys
3. (Shift + M1 to M7) to be dialed

Delete Memory

1. Replace the handset on the phone
2. Press memory key (M1 to M7) or “second level” memory keys (Shift + M1 to M7) to be deleted
3. Press and you will see ‘DELETE?’, then press to confirm the deletion

Note: If the phone was locked, you need to enter the password for deleting the phonebook entries and speed dial memories (see “Set Lock State”).

3.3 PHONEBOOK

Explore Phonebook

1. Press , the display shows “SEARCH”.
2. Press ▲ or ▼ to select “SEARCH” or “ADD”.

Search the Phonebook

1. Select SEARCH and press key to enter Phonebook viewing state
2. Press ▲ or▼ to view the records. Hold the ▼ /▲ key for 3s will activate fast scrolling. It is also possible to view the phonebook by using the number keys. Pressing dialing key 2 (=“abc”) once will return the first contact starting with letter “A”, pressing twice the first name on “B” will be presented and so on.
3. Lift the handset or press either or ► to dial out

Add Contact to Phonebook

1. Select ADD and press key to enter into Phonebook modification state.
2. Enter the name you wish to record and press to save.
3. Enter the number using the dial pad and press to save.

Note: Pressing in phonebook entry mode is the same as "**back space**".

Protect Memories

It is possible to set a password in the telephone for speed dial memories and phone book entries. Please see "Set Password" found below under the paragraph for "Phone setting".

Delete Contact in Phonebook

1. In Phonebook viewing state, press ▲ or▼ to find the record you want to delete.
2. Press and you will see 'DELETE?', and then press to confirm the deletion.
3. If you want to delete all the records, press for 3 seconds. Then you will see 'DELETE ALL?', and then press to confirm.

Note: If the phone was locked, you need to enter the password for deleting the phonebook entries (see "Set Lock State")

3.4 CALLER ID DISPLAY

After receiving a new incoming call, the number will be displayed on the LCD and hold for 10s, during this time, if received another new call, it will continue to display for 10s and then display the new corresponding call.

The Caller ID information is presented in the display and includes alpha numeric presentation of [Number], [Name], [Time] and additional information indicated with the Icons shown below.

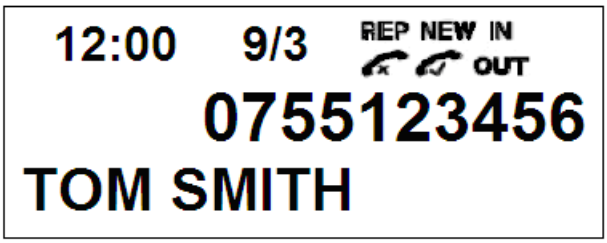
REP = Repeat call

NEW = New missed call

= Missed call

= Received call

The display below indicates where in the display the Caller ID information is presented.



Call Record/Call log Information

The above mentioned information related to incoming and out going calls is stored in the Call Records memory. If the record is full, the next incoming call will replace the oldest record one by one.

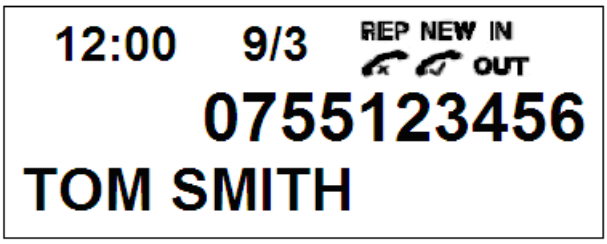
After viewing new missed incoming calls, the NEW icon will disappear, and missed icon will be shown

When there is new call, the new call indicator LED will flicker. Pick up and the record will become received calls.

Shortcut key to view records

When the phone is in idle, press ▲ or▼ to view all the call records.

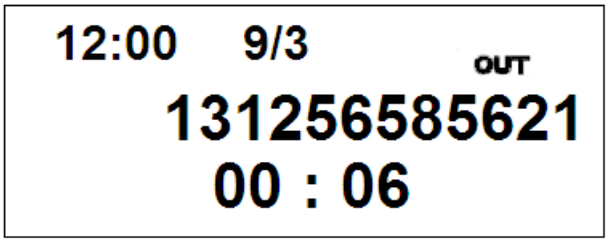
The call details are displayed below:



Note: “12:00” indicate the call’s time and 9/3 indicates the date. Either one of the icons can be displayed depending on the status for the call.

Call duration time

The call duration is presented in the bottom row. In the picture below 00:06 indicates that the duration of this outgoing call was 6s.



3.5 PHONE SETTING

Display Menu

Press ⊂ to enter into main menu.

Press ▲ or ▼ to scroll up and down for different options.

Press ⊂ or ► to enter the submenu / confirm selection.

Pressing ◄ to visit the previous menu

Press ☎ to exit the menu

Main menu	Submenu	Settings	Default
PHONE SETTING	**SET LANGUAGE**	**English, Italiano, Português, Deutsch, Español, Français**	**ENGLISH**
	RING VOL	**OFF / LOW / HIGH**	**HIGH**
	RING MELODY	**RING 1 ~ 8**	**RING 1**
	SET HANDSET VOL	**1 ~ 4**	**3**
	SET HANDSFREE VOL	**1 ~ 8**	**7**
	SET PASSWORD	**4 digits combination**	**0000**
	SET LOCK STATE	**LOCK / UNLOCK**	**UNLOCK**
	LCD CONTRAST	**1 ~ 4**	**2**
	SET FLASH TIME	**100ms / 200ms / 300ms / 400ms / 600ms / 900ms**	**100ms**
	SET TIME/DATE	**24H, MM/DD**	**00:00, 01/01**
	DATE FORMAT	**MM/DD or DD/MM**	**MM/DD**
	TIME FORMAT	**12/ 24 HOURS**	**12H**
	LOCAL AREA CODE	**3 ~ 5 digits combination**	**- - - - -**
CALL RECORD	**MISSED CALL**	**(View only)**	
	DIALED CALL	**(View only)**	
	ANSWERED CALL	**(View only)**	
ALARM SETTING	**ALARM CLOCK**	***24H***	**00:00**
	ALARM INTERVAL	5/ 10 / 15 / 30 min	10 min
	ALARM ON/OFF	ON/OFF	OFF

Set Language

1. Press ⊂ > PHONE SETTING > SET LANGUAGE
2. Press ▲ or ▼ to choose the favorite language (English, Italiano, Português, Deutsch, Español, Français)
3. Press ⊂ or ► to confirm

Set Ring Volume

1. Press > PHONE SETTING > RING VOL
2. Press ▲ or ▼ to adjust the ringer volume (OFF / LOW / HIGH)
3. Press or ► to confirm

Set Ring Melody

1. Press > PHONE SETTING > RING MELODY
2. Press ▲ or ▼ to choose ring melody (MELODY 1 to 8)
3. Press or ► to confirm

Set Handset Volume

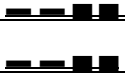
1. Press > PHONE SETTING > SET HANDSET VOL *or* Pick up the handset
2. Press ▲ or ▼ to adjust the volume on the handset.

Handset Volume	Display Icon
Level 4 (max)	
Level 3	
Level 2	
Level 1 (min)	

3. Press or ► to confirm

Set Handfree Volume

1. Press C > PHONE SETTING > SET HANDSFREE VOL or Press ↺ to activate handsfree
2. Press ▲ or ▼ to adjust the volume on handsfree loudspeaker

Handfree Volume	Display Icon
Level 8 (Max.)	
Level 7	
Level 6	
Level 5	
Level 4	
Level 3	
Level 2	
Level 1 (Min.)	

3. Press C or ► to confirm

Set Headset Volume

1. Plug in the headset
2. Press ↺
3. Press ▲ or ▼ to adjust the volume on the handset.

Headset Volume	Display Icon
Level 4 (max)	
Level 3	
Level 2	
Level 1 (min)	

4. Press C or ► to confirm

Factory Reset

1. In idle mode, Press *** # 0 6 ***
2. Press: ◄
3. Press ► to confirm reset

Set Password - Configuration lock

The activation of the protection lock in the telephone is done in two steps: First a four (4) digit password is defined by the user. Then the lock state must be selected.

1. Press C > PHONE SETTING > SET PASSWORD
2. Press numeric keys to input the OLD password (default – '0000')
3. Press C or ► to confirm the OLD password

4. Press numeric keys to input the NEW password
5. Press ⊂ or ► to confirm the NEW password
6. Enter the NEW password again for reconfirmation
7. Press ⊂ or ► to complete the setting

Lock state

The lock state protects the content of the phone book and speed dial memories. It is possible to lock and unlock the protection function

1. Press ⊂ > PHONE SETTING > SET LOCK STATE
2. When the display shows “ENTER PASSWORD”, enter the password

If the phone was locked:

The display shows “UNLOCK?”

Press ⊂ or ► to unlock / Press ☎ or ◄ to quit without change

If the phone was unlocked (default):

The display shows “LOCK?”

Press ⊂ or ► to lock / Press ☎ or ◄ to quit without change

Note: The phone was default unlocked. While the state is changed to ‘LOCK’, you need to enter password for deleting the speed dial memory keys and phonebook entries that are lock protected (see “Menu Operation”)

LCD Contrast

1. Press ⊂ > PHONE SETTING > LCD CONTRAST
2. Press ▲ or ▼ to adjust the display contrast
3. Press ⊂ or ► to confirm

Time/Date

1. Press ⊂ > PHONE SETTING > SET TIME/DATE
2. Press ▲ or ▼ to adjust the “time”
3. Press ⊂ or ► to confirm
4. Press ▲ or ▼ to adjust the “date”
5. Press ⊂ or ► to confirm

Date Format

1. Press ⊂ > PHONE SETTING > DATE FORMAT
2. Press ▲ or ▼ to select the date format (MM/DD or DD/MM)
3. Press ⊂ or ► to confirm

Time Format

1. Press ⊂ > PHONE SETTING > TIME FORMAT
2. Press ▲ or ▼ to select the time format (12 Hours or 24 Hours)
3. Press ⊂ or ► to confirm

Area code setting

1. Press ⊂ > PHONE SETTING > LOCAL AREA CODE
2. Press ▲ or ▼ to set each digit
3. Press ► to confirm and move to next digit setting. The area code can be set in maximum 5 digits combination
4. After finishing the setting press ► twice or move to the last digit and leave

3.6 ALARM FUNCTION

The telephone has a built in alarm that can be used e.g. as a wake up alarm. The real time clock in the telephone is used. The alarm function is set by stetting the alarm time.

When the alarm is sounding, press ♪ or just lift the handset and the alarm will be turned off.

If the signal is not shut off manually it will keep on alarming for the whole alarm duration time.

The preset time will remain active until the alarm function is deactivated.

Alarm clock

The alarm clock should be set as 24H, HH/MM and phone should then activate the alarm in 5 sec after the local clock reached the set time in alarm clock

1. Press ⊂ > ALARM SETTING > ALARM CLOCK
2. Press ▲ or ▼ to adjust the time
3. Press ⊂ or ► to confirm

Alarm interval

1. Options for selecting the desired alarm interval:
2. Press ⊂ key > ALARM SETTING > ALARM INTERVAL
3. Press ▲ or ▼ to select the alarm interval (5 / 10 / 15 / 30 min; default 10 min)
4. Press ⊂ or ► key to confirm

Alarm ON/OFF

Press ⊂ key > ALARM SETTING > ALARM ON/OFF

Press ▲ or ▼ to select ON / OFF to enable / disable the alarm

Press ⊂ or ► key to confirm

3.7 SYSTEM DEPENDENT PHONE SETTING

Message Waiting Memory (MWM)

The message waiting memory normally stores the number to reach the voicemail box.

Save MWM

1. Place the handset on the phone and press ✉
2. Press 💾 and enter the number to be saved
3. Press 💾 key again to complete saving

Dial from a MWM

1. Pick up the handset or press 'Speaker/Handset'
2. Press the ✉

Delete MWM

1. Place the handset on the phone
2. Press ✉
3. Press 🗑

Message Waiting LED

When there is a message, the message waiting LED will be lighted ON or flashing in blue. When there's message waiting to be read, the message waiting LED will be lighted ON or flashing in red. The Message Waiting switch (at the back of the phone) is used to select the appropriate MW mode (HV / + / -). Please check the MW type of the connected PBX to work with the phone. Select "OFF" on the MW switch to deactivate the message waiting function. If the LED is steady active, change the message waiting switch position.

Set Flash time

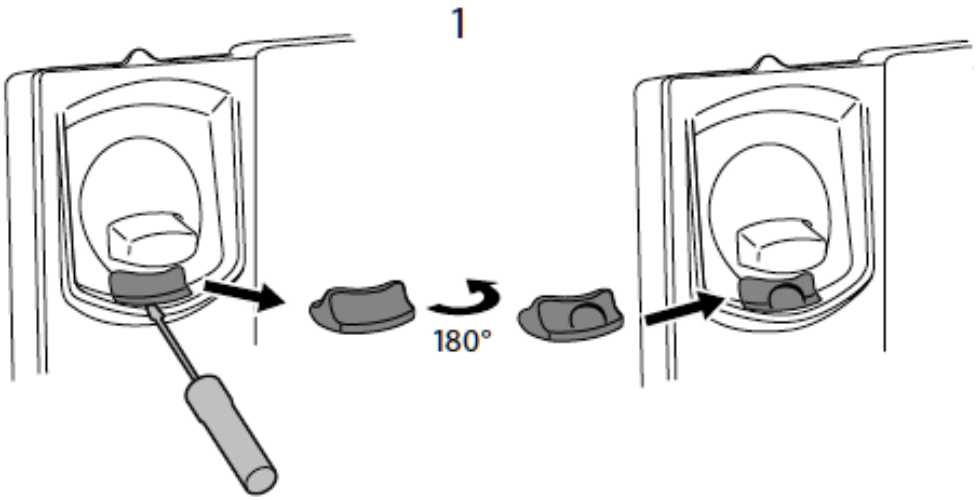
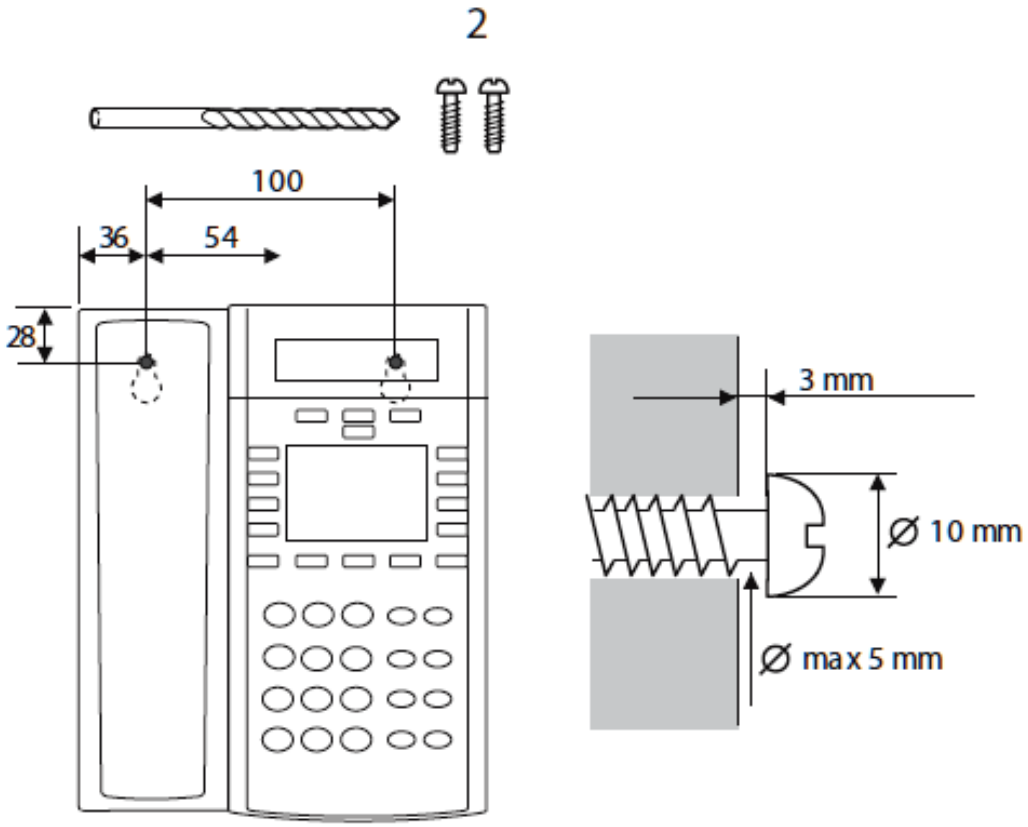
Some systems require a different flash time for the flash key. To change the flash time, proceed as follows:

1. Press C > PHONE SETTING > SET FLASH TIME
2. Press ▲ or ▼ to select the needed flash time
3. Press C or ► to confirm

Parameters	Programming key sequence	Lock Protected	Valid Settings	Default
Set flash time	**[save]+[#]+[0]+[1]+[#]+*[X]*+[#]**	**Yes**	**1: 100ms** **2: 200ms** **3: 300ms** **4: 400ms** **6: 600ms** **9: 900ms**	**100ms**

3.8 TELEPHONE SPECIFICATION

Main Characteristics	
Professional Telephone	Single line
Signaling	Analog (DTMF)
Market Certification	Europe (CE)
Body Color	Dark grey
Features	
Language Support (Display)	English, Italian, Portuguese, German, Spanish, French
Visual indicator for incoming call	Flashing LED
DTMF dialing	Yes
Phone book	Stores 100 telephone numbers
Last number Redial	Yes
Flash function (R) Programmable flash time	100 ms (default) 100 ms (default), 200 ms, 300 ms, 400 ms, 600 ms, 900 ms
Hearing aid compatible	Yes
Volume control	Handset / Headset (4 levels) Handsfree (8 levels)
Microphone Mute	Yes
Music on Hold	Yes
Call Waiting indication	Yes
Message Waiting (MW)	4 alternatives supported: MW+/MW-/HV/Off
Caller ID display	FSK and DTMF signaling – according to selected parts of ETSI EN300 659-1, -2, -3
Call List: Incoming and missed calls	50 call records/call list
Call List: Outgoing calls	50 call records
Reset calling/redial list	Erase content
Call Timer	Yes
Real time clock	Yes
Alarm clock	Yes
Moth / Date presentation	Yes
Delete calling/redial list	Yes
Handsfree Loudspeaker or	Default (Headset disabled)
Head set pre-set mode	(Hands free disabled)
Configuration Lock (4-digit pass-code)	speed-dial memory and phone book content
Ringer melody	8 types
Ringer volume	2 levels
Ringer silence	Yes
Memory protection with pass word	Yes
Data port	For connecting the PC to the telephone line

Hardware	
LCD Display	Line 1: Functional icons Line 2: 16 digits (7-segment) Line 3: 16 characters (5x7 dot matrix))
Speed dialing keys	8
Memory card	1
Redial/Pause	1
Flash key (R)	1
Mute key with LED	1
Handsfree / Headset pre-set key with LED	1
Hold key with LED	1
MW with LED indicator	1
Volume control	2
Save	1
Call list key	1
Delete key	1
Goodbye key /Hang up	1
Handset receiver	Electro-dynamic
Microphone	Electret
Tone ringer	Piezo type
Headset interface	1
Data port	1
Wall mounting	Yes
Accessories	
Connection cable, RJ11/ RJ45	1 pcs, 2 meters (not included)
Number card	1 pcs (not included)

3.9 WALL MOUNTING