

8168s WLAN Handset

8158s WLAN Handset

OpenTouch™ Suite for MLE

OXO Connect

SIP

**User Manual**

8AL90391ENAAed01 – 06/2020



This document describes the functions offered by the 8168s WLAN Handset and 8158s WLAN Handset.

Some functions depend on the PBX/Call manager and protocol (SIP) versions, and your system may not support all functions described in this document.

This document describes features when the device is connected to an OmniPCX Enterprise system (OXE) or OXO Connect (OXO) or SIP third party (SIP) system.

Before reading this document, you must know which system your handset is connected to. For more information, contact your installer or administrator.

### Safety Instructions

For safe and efficient operation of the handset, observe all necessary safety precautions when using the handset. Follow the operating instructions and adhere to all warnings and safety precautions located on the product, and in the user manual: <https://www.al-enterprise.com/products>.

This product shall only be used with the following battery:

- 8158S & 8168S LI-ION BATTERY PACK 3BN78427AA.

Desktop chargers must be connected with the following power supplies provided by the manufacturer:

- 3BN78403AA Desktop charger Europe - Unifive UCE305-0508, Friwo FW7600/05, or PSAI05E-050 - Power supply unit AC: 100–240 V, DC: 5 V/0.65 A.
- 3BN78403AB Desktop charger US-UK-AUS - Phihong PSAC05R-050 or PSAC05R-050L6-R - Power supply unit AC: 100–240 V, DC: 5 V/1 A.
- 3BN78403AC Desktop charger without PSU for countries not supporting above plugs. Refer to the technical specification 8AL90834AA.

To fulfill Regulatory requirements the above accessories must be used.

- Changes or modifications to the equipment not expressly approved by ALE International could void the user's authority to operate the equipment.
- To limit the risk of interference, people with pacemakers must keep the wireless handset away from their pacemaker (minimum distance of 6 inches (15 cm)).
- It is recommended to follow the standard acceptance procedures before using this equipment in human safety critical areas (hospitals...).
- Switch off the telephone before changing the battery.
- You must not use your handset near gas or inflammable liquids.
- The handset includes magnetic elements that may attract sharp metallic objects. To prevent injury, before each use ensure sharp metallic objects are not stuck to the earpiece and microphone.
- There is a danger of explosion if the battery is replaced incorrectly.
- Use only battery listed above.
- Use only recommended charging unit listed above.
- To prevent possible hearing damage, do not listen at high volume levels for long periods.
- Only use the handset in temperatures between -5°C to +45°C (23°F to 113°F).
- Do not expose batteries to freezing temperatures or direct sunlight.
- Handset has an ingress protection rating of IP44.
- Do not put the handset in charger if no charging is needed.

The labels and icons presented in this document are not contractually binding and may be modified without prior warning. The labels and icons displayed on your phone depend on the system to which you are connected and may differ from those specified in this document.

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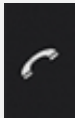
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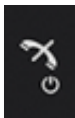
# 1 Getting to know your telephone








## 1.1 Phone description



- ①
- Profile button<sup>(1)</sup> <sup>(2)</sup>: adjusting audio functions (short press).
  - Multifunction button<sup>(3)</sup>: used as a shortcut to functions with long- or double-press modes.
  - Alarm button<sup>(5)</sup>: send a notification call to an alarm server (long press).
- ②
- 2.0 inch TFT color display with backlight.

- ③
- 
- Answer the call.

- ④
- 
- Switch off ringer.
  - Hang up.
  - Return to first screen.
  - Long press: switch on the phone / switch off the phone.

5		<ul style="list-style-type: none"> <li>• Access the phone local menu.</li> <li>• Confirm.</li> <li>• Navigate.</li> <li>• Left, right, up and down keys are used to define shortcuts<sup>(3)</sup>.</li> <li>• Move the cursor into a text.</li> </ul>
6		<ul style="list-style-type: none"> <li>• Softkeys: access various functions according to the configuration and the status of the handset.</li> </ul> <p>In idle mode, the softkeys can be used for specific functions defined by the user of the handset<sup>(3)</sup>.</p>
7		<ul style="list-style-type: none"> <li>• Access the voicemail<sup>(3)</sup>.</li> </ul>
8		<ul style="list-style-type: none"> <li>• Long press: lock/unlock keypad.</li> <li>• Short press in text mode: switch between lower case, upper case and numbers.</li> </ul>
9		<ul style="list-style-type: none"> <li>• Long press in idle state: access to the company directory<sup>(1) (2)</sup>.</li> <li>• Mute key<sup>(3)</sup> (in idle state): turn on/off audible signals.</li> <li>• Short press during incoming call (ringing): switch off ringer<sup>(3)</sup>.</li> <li>• Long press in conversation: activate/deactivate the mute feature<sup>(3)</sup>.</li> </ul>
10		<ul style="list-style-type: none"> <li>• Volume up key: increase the volume of the ring tone during an incoming call (8 steps) or increase the volume of the earpiece or loudspeaker during a conversation (8 steps).</li> <li>• Long press in conversation: loudspeaker<sup>(1) (2) (4)</sup></li> </ul>
11		<ul style="list-style-type: none"> <li>• Volume down key: decrease the volume of the ring tone during an incoming call (8 steps) or decrease the volume of the earpiece or loudspeaker during a conversation (8 steps).</li> <li>• Mute key<sup>(1) (2)</sup>: long press during conversation.</li> </ul>
12		<ul style="list-style-type: none"> <li>• Mute key<sup>(3)</sup>: <ul style="list-style-type: none"> <li>○ In idle state: turn on/off audible signals.</li> <li>○ Short press during incoming call (ringing): switch off ringer.</li> <li>○ Short press during conversation: activate/deactivate the mute feature.</li> </ul> </li> </ul>
13		<ul style="list-style-type: none"> <li>• Push-to-Talk key<sup>(1) (3) (4)</sup>: used to activate the microphone during a PTT group call.</li> </ul>
13		<ul style="list-style-type: none"> <li>• Earpiece speaker.</li> </ul>
14		<ul style="list-style-type: none"> <li>• Microphone.</li> </ul>
15		<ul style="list-style-type: none"> <li>• 3.5 mm, 4-pole jack (TRRS standards: CTIA).</li> </ul>

<sup>(1)</sup>: The feature is only available when the handset is connected to OmniPCX Enterprise (NOE mode).

<sup>(2)</sup>: The feature is only available when the handset is connected to OXO Connect (NOE mode).

<sup>(3)</sup>: The feature is only available when the handset is connected to an SIP System (SIP mode).























<sup>(4)</sup>: The feature is only available on the 8168s WLAN Handset.

<sup>(5)</sup>: The feature is only available when the handset is connected to OmniPCX Enterprise and depends on the system configuration. The administrator is able to configure this button through the WinPDM tool and the OXE configuration menu (see TC2530). Contact your administrator for more information.



## 1.2 Status icons

The status icons are displayed on the welcome screen and indicate the status of the telephone. Depending on your phone, some status icons are never displayed. Some icons depend on the system the handset is connected to.

	Battery charge level (  >  >  >  >  ).
	Radio reception quality.
	Programmed call-back time.
	New voice or text message, call back request, missed calls.
	The keypad is locked.
	Your phone is locked.
	Call diversion activated.
	Notification.
	Missed calls.
	Hands-free mode activated.
	Mute on (in conversation): microphone off. During a PTT call, the microphone is silenced when the PTT button is released.
	Silent mode activated. Ringer disabled.
	Vibrate mode activated.
	Bluetooth® enabled.
	Bluetooth® headset connected.
	Corded headset connected.
	Profile activated.




## 1.3 Local menu icon

The MENU is accessible from the welcome screen by pressing the OK key. It provides access to all local functions available on your phone.








All icons are described in their unselected state.

### 1.3.1 Common menu


	<p>Connections (system, Bluetooth®, headset): Access the connection settings (Bluetooth® connection, headset selection, network selection, and in-charger selection).</p>
	<p>Profile: Access profile (up to four different profiles can be added). The Normal profile is active by default.</p>
	<p>Settings: Access the general settings of the phone (key sound, economy mode, charger warning).</p>

### 1.3.2 Additional menu in SIP mode

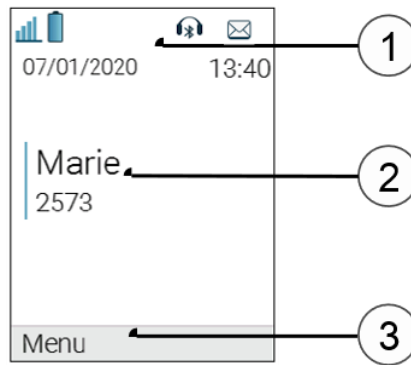
	<p>Call log: Access the log of all incoming and outgoing calls. Call services are also listed. Call services are configured in the Device Manager.</p>
	<p>Shortcuts: Define shortcuts for the softkeys, hotkeys, navigation keys, and the multifunction button.</p>
	<p>Services: Access pre-programmed functions.</p>
	<p>Messages: Consult and send voice and text messages.</p>
	<p>Contacts: Manage your personal directory and access the company directory. Access to the company directory depends on your system. In addition, a company phonebook with up to 1000 entries can be downloaded to the phone using the Device Manager.</p>

When connected to OmniPCX Enterprise or OXO Connect, an additional menu is accessible via the system menu softkey: *Menu*.

## 1.4 Call icons

	Incoming calls.
	Call on hold.
	Current call in conversation.

## 1.5 Main screen


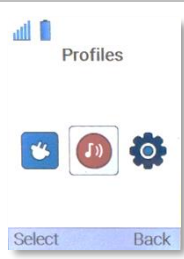

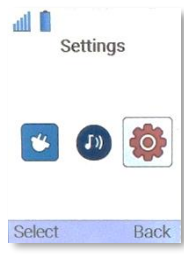

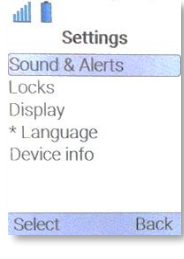


The screen is an example and depends on the connected system.

- |          |   |
|----------|---|
| <b>1</b> | Time, date and status bar<br>This area shows icons that give the user information about signal strength, battery status, sound off, missed calls, new messages/voicemail, key lock, phone lock, headset connection, Bluetooth connection/Bluetooth headset connection, and the current date and time. |
| <b>2</b> | Information about the user: lastname, firstname, phone number,...<br>Incoming call and conversation presentation screen.  |
| <b>3</b> | Menu softkey<br>Access various functions according to the configuration and the status of the handset. In idle mode, the softkeys can be used for specific functions defined by the user of the handset <sup>(2)</sup> .  |

<sup>(2)</sup>: The feature is only available in SIP mode.

## 1.6 Accessing and navigating the phone local menu

<p>Access the phone local menu.</p>	 Press the OK key.	
<p>Select a function in the phone local menu.</p>	 Use the navigator keys and press the OK key to select a function.	
<p>Navigating within a function.</p>	 You can move vertically along the various labels within the function Press the OK key to validate your choice.	

In SIP mode, you can use the following softkey to access the menu (If available): *Menu*.

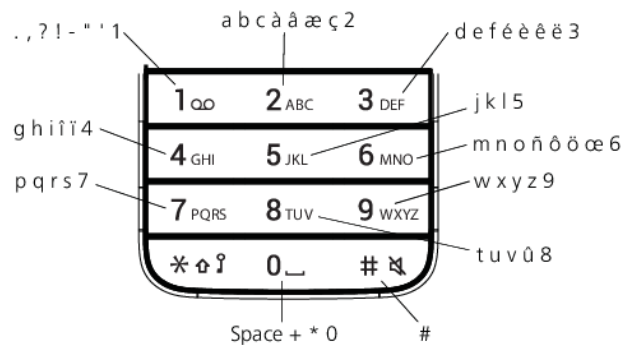
## 1.7 Alpha-numeric keyboard

Your phone is equipped with alphanumeric keyboard.

### 1.7.1 Numeric keypad.

- A short press on a key enters the digits 0–9 and the characters \* and #.
- A long press on 0 enters the character + (used, for example, to enter an international number), if the hotkey function on key 0 is deactivated.
- A short press on a key enters the digits 0–9 and the characters \* and #. A short press on a key enters the digits 0–9 and the characters \* and #.

### 1.7.2 Alphabetic keypad



- A short press on any of the keys 0–9 displays the first available character on that specific key. The marked character is selected after a timeout, or when another key is pressed.
- To change to upper/lower case, short press the \* key before entering the character. A short press on the \* key can also be used to display only the digits.
- To add a space in the text, short press the 0 key.
- The first character entered in a message or when adding/editing a name in the Contacts menu, is an upper case character followed by lower case characters, unless the \* key is pressed before entering the character. To switch between Abc, ABC, abc, and 123, press the # key.
- A long press on the # key displays special characters.
- A long press on the \* key changes the language used while entering text.



- Use navigation keys to move the cursor into the text.

## 1.8 Hotkeys

The feature is only available in SIP mode.

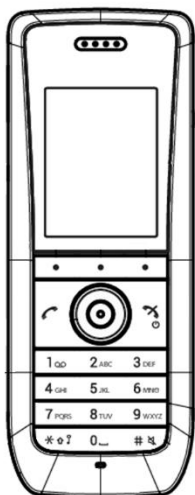
Any key of the keys 0 and 2–9 can be set to a hotkey. A long press on any of these numbers in idle mode is by default a shortcut to the call contact list. The list is in alphabetical order, and the key that is pressed is dependent on where in the list the desired contact appears.

A hotkey can be programmed to give access to frequently used functions such as dialing a specific number, a shortcut on the menu, or sending a message.

## 2 Getting started

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

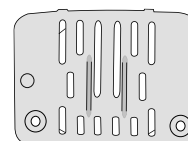
### 2.1 Unboxing



Handset  
Belt clip  
Battery



Safety and regulatory  
instructions

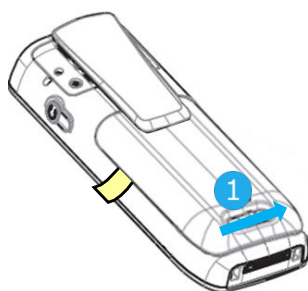


Cover of the belt clip

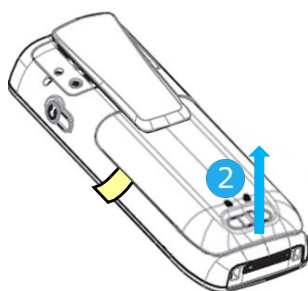
### 2.2 First start-up

#### 2.2.1 Installing the battery in the telephone

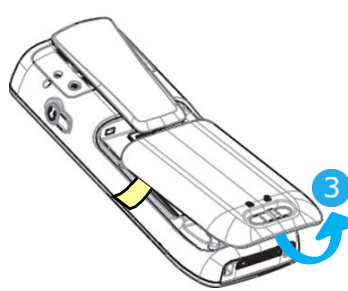
The battery is placed in the phone with a power-insulating sticker. You have to remove this sticker before the phone is switched on for the first time.



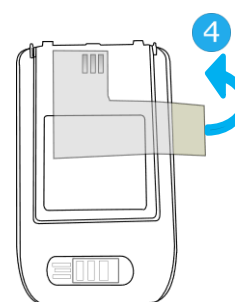
Slip the lock to the  
unlocked position.



Lift the battery module.



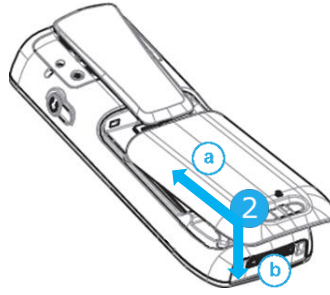
You can then remove  
the battery module.



Remove the power-  
insulating sticker.



Before inserting the battery module into the phone, make sure that its lock is in the unlocked position.



Place the battery in its compartment.



While maintaining the battery module in position, slip the lock to the locked position.

Check that the battery module is properly installed in its housing.

## 2.3 Charging your telephone battery

Use only the following chargers (not provided):

- Rack Charger 8158s/8168s
- Batteries Rack Charger 8158s/8168s

It is important to fully charge your phone before using it for the first time.

Connect the charger and place the telephone in the charging holder. An animated battery icon, indicating ongoing charging, is displayed. A filled battery icon indicates a fully charged battery.

You can configure how the handset behaves when it is installed on the charger using the settings menu. Refer to the chapter on configuring your telephone.

Spare batteries can be charged with a separate battery pack charger. It can charge six batteries at the same time (see: List of accessories).

Recharge your telephone battery regularly. The telephone can be on or off when recharging the battery. If the telephone is to remain unused or out of its charger for several weeks, remove the battery and store it separately.

The battery charging time is usually less than 3 hours.

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

## 2.4 Switching on your telephone

- Press the switch on/off key (long press).
- Your telephone is switched on.



The handset vibrates and the display lights up. If the display fails to light up or the battery icon is flashing, recharge the battery.


If the radio reception icon doesn't appear on the telephone display:

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

## 2.5 Switching off your telephone

- Press the switch on/off key (long press).
- Select the menu: **Yes**.
- Your telephone is switched off.



The handset must be in idle mode. If in a menu, press the following key to return to idle mode: .

## 3 Using your telephone

Features depend on the connected system. Contact your administrator to find out which system your phone is connected to:

- OmniPCX Enterprise (OXE).
- OXO Connect (OXO).
- SIP System (SIP).

### 3.1 OmniPCX Enterprise

This section describes how to use your telephone connected to OmniPCX Enterprise. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

#### 3.1.1 Making a call

Use one of the following:



Dial directly the number for your call.



Dial.

The call is automatically started when number is entered.

Only the 8168s WLAN Handset permits hands-free mode.

End the call:



You are in communication.

Hang up.

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

#### 3.1.2 Answer an incoming call

A ring signal, a vibrating alert, or both can indicate an incoming call. The ring signal and vibration can be disabled. The handset number and name of the caller are displayed.



You are receiving a call.

Press the 'take the call' key.

OK


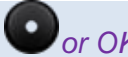






Select the softkey: *OK*.



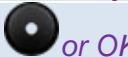


Press the OK key.



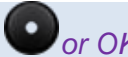


### 3.1.3 Making calls by name (company directory)

	Long press on the # key.
	Press the OK key or softkey.
	Enter the first letters of your contact's name.
	Select the search mode (by last name, initials or last name-first name). Press the OK key to validate your choice.
	Select the contact to call. Press the OK key to validate your choice.
Use one of the following:	
	Press the 'take the call' key.
	Select the softkey: <i>OK</i> .
	Press the OK key.

### 3.1.4 Calling from your personal directory

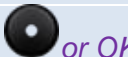
<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Personal directory</i>	Access to personal directory.
	Press the OK key or softkey.
Use one of the following:	
	Press the programmed key directly (0 to 9).
	Select contact from the list, or enter name or number in the search field. Press the OK key to validate your choice.
	If there are several numbers for the same contact, select the desired number. Press the OK key to validate your choice.

### 3.1.5 Call back one of the last numbers dialed

<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Redial list</i>	To access the 'Redial' function.
	Press the OK key or softkey.
	Select the N° in the last 8 issued.
	Press the OK key or softkey.

You can also access the feature by selecting: *Menu* → *Events* → *Redial list*


### 3.1.6 Make a call-back request to a busy number

	The number you are calling is busy.
<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Call back</i>	Access call-back feature.
	Press the OK key or softkey.

### 3.1.7 Consulting your voice mailbox



When you have received a message, the message icon is displayed on the welcome screen.

<i>Menu</i> → <i>Messaging</i> → <i>Voice mail</i>	The number of new messages is displayed.
	Enter your personal code. Display number of new and old messages.
<i>Menu</i> → <i>Review</i>	Select the menu: <i>Review</i> .
	Consulting messages.
While listening to messages, you can:	
<i>Rewind</i>	Play back the message from the start.
<i>Backward</i>	Listen to the end of the message.
<i>Pause</i>	Pause while listening to message.
<i>Forward</i>	Enter the voicemail number.
<i>End of message</i>	Terminate consultation.
After consulting the message, you can:	
<i>Exit</i>	Return to the voice mailbox welcome menu.
<i>Delete</i>	Delete message.
<i>Call back</i>	Call back the person who left the message.
<i>Save</i>	Save the message.
<i>Replay</i>	Listen to message.
<i>Forward message</i>	Send a copy of a message.

### 3.1.8 Call log (History)


The call log can be viewed and managed when the phone is in the idle state.



When you have a missed call, the message icon is displayed on the welcome screen.

<i>Events</i>	Press the softkey to access the call log. If you have one or more missed calls, the name of the last caller is displayed ( <i>Last</i> ).
The following information can be displayed in the call log:	
<i>No last caller</i>	No missed calls.
<i>No unanswered ext</i>	No external missed calls.
<i>No unanswered int</i>	No internal missed calls.
<i>Unanswered ext call / X</i> <i>Unanswered ext calls</i>	One or more external missed calls. Press the 'OK' key to list the missed call(s) (date, hour and name). You can call back the selected contact by pressing the 'OK' key again.
<i>Unanswered int call / X</i> <i>Unanswered int calls</i>	One or more internal missed calls. Press the 'OK' key to list the missed call(s) (date, hour and name). You can call back the selected contact by pressing the 'OK' key again.





Actions are available from the call log:

	If a missed call is displayed on the screen, select it and press the 'OK' key to call back the last caller.
<i>More</i>	Access more features.
<i>Delete</i>	Delete the selected entry. Note that no confirmation is requested.
<i>Delete all</i>	Delete the entire log. Note that no confirmation is requested.


### 3.1.9 Consulting text messages





When you have received a message, the message icon is displayed on the welcome screen.

<i>Menu</i> → <i>Messaging</i> → <i>New text message</i>	The number of new messages is displayed.
 or <i>OK</i>	To consult the messages.
	Consultation of first unread message.
	Use the up-down navigation keys to scroll the message.
Use one of the following:	
<i>Menu</i> → <i>Delete</i>	Delete the message.
<i>Menu</i> → <i>Recall</i>	Call back sender of message.
<i>Menu</i> → <i>Text answer</i>	Forward a message to the message originator.
<i>Menu</i> → <i>Next message</i>	Go to next message.
	Terminate consultation.




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

<i>Menu</i> → <i>Messaging</i> → <i>Text mail</i>	Access the text mail.
<i>Send</i>	Select the menu: <i>Send</i> .
	Dial the number of your contact (dial, directories, last numbers dialed...).
	Confirm.



- Predefined messages

<i>Predefined message</i>	Predefined messages are listed.
	Select the message to be sent.
 or <i>OK</i>	Send message.





- Message to complete



<i>Msg to complete</i>	Messages to complete are listed.
	Select the message to complete.
	Complete the message.
 or <i>OK</i>	Create a temporary personal message (alphabetic keypad).

- Personal message






<i>Message to create</i>	Enter creation mode.
	Create a temporary personal message (alphabetic keypad).
 or <i>OK</i>	Create a temporary personal message (alphabetic keypad).

### 3.1.11 Send a voice message copy

<i>Menu</i> → <i>Messaging</i> → <i>Voice mail</i>	Access the voice mail.
	Enter your personal code. Display number of new and old messages.
<i>Menu</i> → <i>Review</i>	Available messages are listed.
	Select message to copy by consecutive presses.
<i>Menu</i> → <i>Forward message</i>	Record a comment.
	End of recording.
Use one of the following:	
	Dial the number of your contact (dial, directories, last numbers dialed...).
<i>Menu</i> → <i>Spell name</i>	Spell the addressee's name.




<i>Send</i>	Send message.
Use one of the following:	
	Enter another destination name.
	To no longer send messages.

### 3.1.12 Send a voice message to a destination

<i>Menu</i> → <i>Messaging</i> → <i>Voice mail</i>	Access the voice mail.
	Enter your personal code. Display number of new and old messages.
<i>Menu</i> → <i>Send</i>	Select the menu: <i>Send</i> .
<i>End</i>	Start recording.
<i>End</i>	End of recording.
Use one of the following:	Use one of the following:
	
<i>Menu</i> → <i>Spell name</i>	Spell the addressee's name.
<i>Send</i>	Send message.
Use one of the following:	
	Enter another destination name.
	To no longer send messages.



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

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

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Immediate forward</i>	Select the menu: <i>Immediate forward</i> .
Use one of the following:	
	Dial the destination number.
<i>Menu</i> → <i>Personal directory</i> .	Call a contact from the local directory.
	Call your contact using the company directory.
	Forward is acknowledged. The forwarding icon is displayed:  .
<i>Back</i>	Exit Settings.



You can make calls, but only the destination number can call you.

### 3.1.14 Diverting calls to your voice mailbox

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Imm forward to VM</i>	Select the menu: <i>Imm forward to VM</i> .
 <i>or OK</i>	Confirm. Forward is acknowledged. The forwarding icon is displayed:  .



### 3.1.15 Do not disturb

You can make your terminal temporarily unavailable for all calls.


<i>Menu</i> → <i>Forward</i> → <i>Do not disturb</i>	Access the feature.
 <i>or OK</i>	Confirm. Forward is acknowledged. The forwarding icon is displayed:  Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call.

### 3.1.16 Remote call forwarding\*

You want to forward your calls from another set.

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Other fwd</i> → <i>Remote forward</i>	Select the menu: <i>Remote forward</i> .
	Dial the number receiving the forwarded call.
	Dial the destination number.
	Forward is acknowledged.

To cancel this diversion:



<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Other fwd</i> → <i>Deact remote fwd</i>	Select the menu: <i>Deact remote fwd</i> .
	Enter the number of the forwarded set.

### 3.1.17 Cancelling all forwards

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>More</i> → <i>Delete</i>	Cancelling all forwards.

### 3.1.18 Forwarding calls when your line is busy (forward if busy)

Callers can be forwarded to another telephone if you are already on the line.



<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Other fwd</i> → <i>Forward on busy</i>	Select the menu: <i>Forward on busy</i> .
Use one of the following:	
	Dial the destination number.
<i>Menu</i> → <i>Personal directory</i>	Call a contact from the local directory.
	Call your contact using the company directory.
	Forward is acknowledged.

### 3.1.19 Leaving a recorded message for internal callers




You can leave a text message on your terminal which will be displayed on the screen of the terminal calling you.

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration. Display the forwarding status (active/inactive).
<i>Menu</i> → <i>Other fwd</i> → <i>Forward to text</i>	Select the menu: <i>Forward to text</i> .

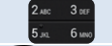

- Predefined messages

<i>Predefined message</i>	Predefined messages are listed.
	Select the message to be sent.
 or OK	Send message.

- Message to complete

<i>Msg to complete</i>	Messages to complete are listed.
	Select the message to complete.
	Complete the message.
 or OK	Send message.

- Personal message

<i>Message to create</i>	Enter creation mode.
	Create a temporary personal message (alphabetic keypad).
 or OK	Send message.


### 3.1.20 Locking your telephone

- Lock your phone


<i>Menu → Lock</i>	Select the menu: <i>Lock</i> .
	Your phone is locked.

If the phone is locked, you cannot make an external call. If you try to make an external call, you will be asked to enter your personal password

- Unlock your phone

<i>Menu → Lock</i>	Select the menu: <i>Lock</i> .
	Enter your password to unlock your set (default 0000).
	Your phone is unlocked.



- Locking the keypad

	Long press on the # key (in idle state). The keypad is locked.
---	---


Same procedure to unlock the keypad.

- Lock the keypad automatically

You can configure your set so that the keypad is blocked automatically after 5 s, 10 s, 20 s, 30 s, 1 min or 3 min.

	Open the local settings menu.
<i>Locks → Automatic key lock</i>	Select the menu: <i>Automatic key lock</i> .
<i>On/Off</i>	Activate or deactivate the automatic keypad lock.
 or OK	Confirm.

Unlocking the keypad:

	Short press on the * key (in idle state).
Yes	Confirm.

### 3.1.21 Answering the general bell\*

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

Menu → Settings	Open settings.
My services → Consultation → Call pick up → Night call pick up	Select the menu: <i>Night call pick up.</i>



### 3.1.22 Call pickup\*

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

- If the telephone ringing is in your own pick-up group

Menu → Settings	Open settings.
My services → Consultation → Call pick up → ProcessGrp pick up	Select the menu: <i>ProcessGrp pick up.</i>

- If the telephone ringing is not in your pick-up group



Menu → Settings	Open settings.
My services → Consultation → Call pick up → Set call pick up	Select the menu: <i>Set call pick up.</i>
 or OK	Press this key twice.
	Number of telephone ringing.

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


### 3.1.23 Hunting groups\*

- Hunting group call:

Certain numbers can form a hunting group and can be called by dialing the group number.


	Dial.
	Number of group to be called.

- Temporary exit from your hunting group:

Menu → Settings	Open settings.
My services → Consultation → Misc. services → Leave hunting grp	Select the menu: <i>Leave hunting grp.</i>
	Enter your group number.



- Return into your group:

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My services</i> → <i>Consultation</i> → <i>Misc. services</i> → <i>Enter hunting group</i>	Select the menu: <i>Enter hunting group</i>
	Enter your group number.

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.



### 3.1.24 Calling a contact on his/her loudspeaker\*

Your internal contact does not answer. If authorized, you can remotely activate your contact's phone.


	Your contact does not reply.
<i>Menu</i> → <i>LS announce</i>	You are connected to the loudspeaker on your contact's phone (if he/she has the hands-free function).

### 3.1.25 Charging your calls directly to business accounts\*

You can charge the cost of your outside calls to business account numbers.

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My services</i> → <i>Consultation</i> → <i>Misc. services</i> → <i>BusinessAcct code</i>	Select the menu: <i>BusinessAcct code</i> .
	Enter the number of the business account.
	Number required.

### 3.1.26 Finding out the cost of an outside call made for an internal user from your terminal

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My services</i> → <i>Consultation</i> → <i>Consult-Callbacks</i> → <i>Charging info</i>	Select the menu: <i>Charging info</i> .
 or OK	Apply.



### 3.1.27 Push To Talk (PTT)\*

This feature is available only for the following device: 8168s Wlan Handset.

The Push-to-talk (PTT) feature allows your phone to operate in PTT group broadcast mode as well as in standard phone mode. The Push-To-Talk (PTT) function can be described as a group/conference call to a predefined group of members (up to 29 parties). All incoming, outgoing, missed or unanswered PTT calls are added to the call list/missed calls with a PTT text.

PTT mode uses the 'Mastered Conference' feature on Alcatel-Lucent OmniPCX Enterprise Communication Server. All users on the conference list will automatically answer the call via loudspeaker (depending on the phone and configuration). Only the master can speak, and the other participants' microphones will be muted. Contact your administrator for more information.

#### Start a PTT group call

	<p>Long press on the PTT button (below the volume keys). All devices in the PTT group automatically answer the call. The number of participants is displayed on the screen of the master of the conference. Only the master can speak, and the other participants' microphones will be muted.</p>
	<p>End the PTT group call.</p>

## 3.2 OXO Connect

This section describes how to use your telephone connected to OXO Connect. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

### 3.2.1 Making a call

Use one of the following:



Dial directly the number for your call.



Dial.

The call is automatically started when number is entered.

Only the 8168s WLAN Handset permits hands-free mode.

End the call:



You are in communication.



Hang up.

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

### 3.2.2 Answer an incoming call

A ring signal, a vibrating alert, or both can indicate an incoming call. The ring signal and vibration can be disabled. The handset number and name of the caller are displayed. The name is only displayed if the caller's handset number is stored in the local phonebook.



You are receiving a call.



Press the off hook key.



Press the OK key.

### 3.2.3 Making calls by name (company directory)

Use one of the following:



Long press on the # key.

Menu → Dial by name

Select the menu: *Dial by name*.



Enter the first letters of your contact's name.  
You enter your contact's name in predictive text mode. In this mode, enter each letter of the name by pressing only once on the key with this letter.



Select the contact to call. Press the OK key to validate your choice.

Use one of the following:



Press the 'take the call' key.




OK

Select the softkey: *OK*.





Press the OK key.

### 3.2.4 Calling from your personal directory



<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Indiv. Rep.</i>	Access to personal directory.
	Select contact from the list, or enter name or number in the search field. Press the OK key to validate your choice.
	If there are several numbers for the same contact, select the desired number.
 <i>or OK</i>	Press the OK key or softkey.

### 3.2.5 Call back one of the last numbers dialed

<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Redial list</i>	To access the 'Redial' function.
	Select the N° in the last ten issued.
 <i>or OK</i>	Press the OK key or softkey.

### 3.2.6 Make a call-back request to a busy number




This feature is available only if all lines of your contact are busy.

	The number you are calling is busy.
<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Callback</i>	Access call-back feature.
	Select the N° in the last ten issued.
 <i>or OK</i>	Press the OK key or softkey.

### 3.2.7 Consulting your voice mailbox



When you have received a message, the message icon is displayed on the welcome screen.

<i>Menu</i> → <i>Message</i> → <i>Voice</i>	Access the voice mail.
	Enter your personal code. Display number of new and old messages.
<i>Consult</i>	Available messages are listed.
	Select message.
 <i>or OK</i>	Apply. Display the name of the sender. The sign '*' indicates a message not consulted.
Use one of the following:	
<i>Play</i>	Listen to message.
<i>Clear</i>	Delete the current message.
<i>Call</i>	Call back the person who left the message.
<i>Send copy</i>	Send a copy of a message.

### 3.2.8 Missed calls



When you have a missed call, the message icon is displayed on the welcome screen. You are notified of a missed call by a text message 'call not answered'. To view information about the missed call, open the text message (number, date, hour...). See next chapter.

### 3.2.9 Consulting text messages



When you have received a message, the message icon is displayed on the welcome screen.




<i>Menu → Message</i>	The number of new messages is displayed.
<i>Read TxtMsg</i>	Available messages are listed.
	Select the message to consult.
or OK	To consult the messages.
Use one of the following:	
or OK	Call back the message sender (the message is erased automatically after the call).
	Use up navigation key to read the next message.
	Use down navigation key to read the previous message.
During message consultation, press the 'menu' key to access the following functions: <i>Menu</i>	
<i>Read more</i>	Read the rest of the message.
<i>Clear</i>	Delete the message.
<i>Call</i>	Call back sender of message.
<i>Send TxtMsg</i>	Sending a written message to an internal caller.
<i>Save to rep</i>	Forwarding all group calls.
	Terminate consultation.

### 3.2.10 Sending a written message to an internal contact



<i>Menu → Message</i>	Access the text mail.
<i>Send TxtMsg</i>	Select the menu: <i>Send TxtMsg</i> .
	Dial the number of your contact (dial, directories, last numbers dialed...). Confirm.
<i>Fixed Msg</i> or <i>New Msg</i>	Select the type of message to send: <ul style="list-style-type: none"> <li>• <i>Fixed Msg</i>: predefined message.</li> <li>• <i>New Msg</i>: personal message.</li> </ul>

Follow information displayed on the screen.



or OK	Send message. <ul style="list-style-type: none"> <li>• Predefined message</li> </ul>
<i>Fixed Msg</i>	Predefined messages are listed.
Use one of the following:	
	Select the message to be sent.
<i>Goto message</i>	Enter the number of the message to be sent (01 to 27).

 or OK	Press the OK key or softkey.
	if selected message has to be completed: <ul style="list-style-type: none"> <li>• Complete the message.</li> <li>• Apply.</li> </ul>
 or OK	Send message.

- Personal message

<i>New Msg</i>	Enter creation mode.
	Create a temporary personal message (alphabetic keypad).
 or OK	Send message.





- Change language of message

<i>Language</i>	Available languages are listed.
	Change language of message.
 or OK	Press the OK key or softkey.

- The following 27 predefined messages exist:

1	CALL ME BACK	15	MEETING ON ___ (*)
2	CALL ME BACK TOMORROW	16	MEETING ON ___ AT _:_ (*)
3	CALL ME BACK AT _:_ (*)	17	OUT FOR A WHILE
4	CALL BACK _____ (*)	18	ABSENT FOR THE REST OF THE DAY
5	CALL THE ATTENDANT	19	ABSENT, BACK AT _:_ (*)
6	CALL THE SECRETARY	20	ABSENT, BACK ON ___ AT _:_ (*)
7	I WILL CALL BACK AT _:_ (*)	21	ON VACATION, BACK ON ___ (*)
8	USE PAGING	22	EXTERNAL MEETING
9	PLEASE FETCH YOUR FAX	23	EXTERNAL MEETING, BACK ON ___ (*)
10	PLEASE FETCH YOUR MAIL	24	I AM IN ROOM NR __ (*)
11	PLEASE CANCEL YOUR FORWARDING	25	IN A MEETING - DO NOT DISTURB
12	VISITORS ARE WAITING	26	AT LUNCH
13	YOU ARE EXPECTED AT RECEPTION	27	INDISPOSED
14	MEETING AT _:_ (*)	(*)	messages to be completed using numeric keypad

### 3.2.11 Send a voice message copy

<i>Menu → Message → Voice</i>	Access the voice mail.
	Enter your personal code. Display number of new and old messages.
<i>Menu → Consult</i>	Available messages are listed.
	Select message to copy by consecutive presses.
<i>Menu → Send copy</i>	Select the menu: <i>Send copy</i> .
	Dial the number of your contact (dial, directories, last numbers dialed...).
 or OK	Confirm.

Use one of the following:

*Menu → Record* Record a comment.

*Send message* Send message.

To record a comment:

*Menu → Record* Recording in progress.

Use one of the following:

*Stop* End of recording.

*Pause* Pausing in the recording.

*Listen* Replay comment.

*Record* Re-record a comment.



or OK

Confirm the recording and send the message.

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

*Menu → Message  
→ Voice* Access the voice mail.



Enter your personal code.  
Display number of new and old messages.

*Menu → Send  
message* Select the menu: *Send message*.

Use one of the following:



Dial the number of your contact (dial, directories, last numbers dialed...).  
Confirm.

*Menu → Add* Enter other contacts if necessary.

*Menu → Record* Start recording.

Use one of the following:

*Stop* End of recording.

*Pause* Pausing in the recording.

*Listen* Replay comment.

*Record* Re-record a comment.






or OK

Confirm the recording and send the message.

### 3.2.13 Broadcasting a message on the loudspeakers of a station group\*







A message not requiring an answer can be broadcasted on the loudspeakers within your broadcast group:

	
	Enter the number of broadcast group.
	Speak, you have 20 seconds.
	

The message will only be broadcast on terminals not in use and which have a loudspeaker.


### 3.2.14 Modify the automated attendant welcome message remotely

This feature enables a user with the appropriate rights to modify the automated attendant night or day-time message.

	
	Enter the voicemail number.
	Enter the number of your voice mailbox.
	Enter your personal code. Display number of new and old messages.
	Access the 'personal options' menu.
	Access the 'welcome messages customisation' menu.
	Follow the instructions of the voice guide.



### 3.2.15 Selecting calls to be forwarded

When a forward is applied, you can select the types of call to be forwarded: outside, internal, all.

<i>Menu → Forward</i>	Access the forwarding configuration.
<i>External / Internal</i>	Type of call forwarded is displayed.
<i>all calls</i> <i>External</i> <i>internal</i>	Choose the type of calls to forward (all types of calls, internal or external calls). <ul style="list-style-type: none"> <li>• <i>all calls</i>: All calls.</li> <li>• <i>External</i>: External calls only</li> <li>• <i>internal</i>: internal calls only.</li> </ul>
 <i>or OK</i>	Confirm.

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


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

<i>Menu → Forward</i>	Access the forwarding configuration.
<i>Immediate</i>	Select the menu: <i>Immediate</i> .
Use one of the following:	
	Dial the destination number.
<i>Menu → Redial list</i>	Select a contact in the call log.
<i>Menu → Individ. rep.</i>	Call a contact from the local directory
 <i>or OK</i>	Confirm.

You can make calls, but only the destination number can call you.





### 3.2.17 Diverting calls to your voice mailbox

<i>Menu → Forward</i>	Access the forwarding configuration.
<i>Immediate → VMail</i>	Diverting calls to your voice mailbox.
 <i>or OK</i>	Confirm.

### 3.2.18 Activating/deactivating the personal assistant

As well as leaving a message in the voice mailbox, the personal assistant directs the caller to an internal number, an outside number, a mobile or the switchboard.


<i>Menu → Settings</i>	Open settings.
<i>Assistant</i>	Display of personal assistant state (active or not active).
Use one of the following:	
 <i>or OK</i>	Confirm the current status of the assistant.
<i>On</i>	To activate 'personal assistant'.
<i>Off</i>	To deactivate 'personal assistant'.
 <i>or OK</i>	Confirm.

### 3.2.19 Personal assistant: reaching you with one number only

<i>Menu → Settings</i>	Open settings.
<i>Assistant</i>	Display of personal assistant state (active or not active).
to select the type of forwarding:	
<i>Menu → Internal Nb</i>	Enter the name of a colleague or your assistant or any other name.
<i>Menu → External Nb</i>	Dial an outside line number.
<i>Menu → Mobile Nb</i>	Dial number of your mobile or DECT.
<i>Menu → Operator</i>	Activate / deactivate transfer to operator.


### 3.2.20 Forwarding your calls from the receiving terminal ('Follow me')\*

You wish to receive your calls in your present location: use the 'Follow me' function.

<i>Menu → Forward</i>	Access the forwarding configuration.
<i>Follow me</i>	Access the feature: <i>Follow me</i> .
	Enter your telephone number (internal).
	You can make calls, but only the destination number can call you.

### 3.2.21 Do not disturb

You can make your terminal temporarily unavailable for all calls.


<i>Menu → Forward</i>	Access the forwarding configuration.
<i>Do not disturb</i>	Access the feature: <i>Do not disturb</i> .
 <i>or OK</i>	Confirm. Forward is acknowledged. The following message is displayed on the home page: <i>Do not disturb</i> . Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call.

### 3.2.22 Cancelling all forwards

<i>Menu → Forward</i>	Access the forwarding configuration.
<i>Cancel fwd.</i>	Cancelling all forwards.


### 3.2.23 Locking your telephone

- Lock your phone

<i>Menu</i> → <i>Lock</i>	Select the menu: <i>Lock</i> .
	Enter your personal password.
	Your phone is locked.

If the phone is locked, you cannot make an external call. If you try to make an external call, you will be asked to enter your personal password

- Unlock your phone

<i>Menu</i> → <i>Lock</i>	Select the menu: <i>Lock</i> .
	Enter your password to unlock your set (default 0000).
	Your phone is unlocked.



- Locking the keypad

	Long press on the * key. The keypad is locked.
---	---


Same procedure to unlock the keypad.

- Lock the keypad automatically

You can configure your set so that the keypad is blocked automatically after 5 s, 10 s, 20 s, 30 s, 1 min or 3 min.



	Open the local settings menu.
<i>Locks</i> → <i>Automatic key lock</i>	Select the menu: <i>Automatic key lock</i> .
<i>On/Off</i>	Activate or deactivate the automatic keypad lock.
 <i>or OK</i>	Confirm.

Unlocking the keypad:

	Long press on the * key (in idle state).
<i>Yes</i>	Confirm.

### 3.2.24 Forwarding calls when your line is busy (forward if busy)

Callers can be forwarded to another telephone if you are already on the line.

<i>Menu</i> → <i>Forward</i>	Access the forwarding configuration.
<i>On busy</i>	Select the menu: <i>On busy</i> .
Use one of the following:	
	Dial the destination number.
<i>Menu</i> → <i>Redial list</i>	Select a contact in the call log.
<i>Menu</i> → <i>Indiv. rep.</i>	Call a contact from the local directory.
 <i>or OK</i>	Confirm. Forward is acknowledged.


### 3.2.25 Answering the general bell\*

When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:

<i>Menu</i> → <i>Pickup</i> → <i>General bell</i>	Select the menu: <i>General bell</i> .
---	--

### 3.2.26 Call pickup\*

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.



<i>Menu</i> → Pickup → <i>Set</i>	Select the menu: <i>Set</i> .
	Number of telephone ringing.

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



### 3.2.27 Hunting groups\*

- Hunting group call:

Certain numbers can form a hunting group and can be called by dialing the group number.

	Dial.
	Number of group to be called.

- Temporary exit from your hunting group:/ Return into your group:

	Leave group programmed key.
	Enter your group number.

Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

### 3.2.28 Calling a contact on his/her loudspeaker\*

Your internal contact does not answer. If authorized, you can remotely activate your contact's phone.

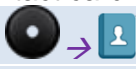

	Your contact does not reply.
<i>Menu</i> → Forced <i>Answ</i>	You are connected to the loudspeaker on your contact's phone (if he/she has the hands-free function).

### 3.3 SIP mode

This section describes how to use your telephone connected to SIP server. Contact your installer for more information about compatible SIP servers.

#### 3.3.1 Contact card

A contact card can be opened from your local directory.

	Open the contacts menu.
	Select a contact.
<i>View</i>	Open the contact card.

The contact card displays information about the contact.

- Name.
- Work number.
- Mobile number.
- Other number.

From this page, you can:

<i>More → Edit</i>	Modify the name of the contact.
--------------------	---------------------------------

#### 3.3.2 Contacts management



Your phone lets you manage contacts in your local directory.

	Open the contacts menu.
---	-------------------------



From this page, you can:

<i>Call contact</i>	Call the selected contact.
<i>Add contact</i>	Create a new contact.
<i>Edit contact</i>	Modify a contact.
<i>Delete Contact</i>	Delete the selected contact.
<i>Central phonebook</i>	Access to the company directory.

##### 3.3.2.1 Call your contact





	Open the contacts menu.
<i>Call contact</i>	All contacts are listed.
	Select contact from the list, or enter name or number in the search field. If there are several numbers for the same contact, select the desired number.

Use one of the following:





	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call softkey to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.

The contact can be edited, a message can be sent, and the number can be deleted by selecting: *View → More*.

### 3.3.2.2 Create a new contact in your local directory




 → 	Open the contacts menu.
<i>Add contact</i>	Select the menu: <i>Add contact</i> .
<i>New</i>	Select the menu: <i>New</i> .
<i>Add</i>	Select the menu: <i>Add</i> .
<i>Name</i>	Enter the name of the contact.
	Validate.
<i>Work number</i>	Select the number type.
<i>Mobile number</i>	
<i>Other number</i>	
<i>add</i>	Select the menu: <i>Add</i> .
	Enter number.
<i>OK</i> → <i>Save</i>	Your contact is added to the directory.

### 3.3.2.3 Add a contact from the history

 → 	Open the contacts menu.
<i>Add contact</i>	Select the menu: <i>Add contact</i> .
<i>From call list</i>	Select the menu: <i>From call list</i> .
	Select the contact to add.
<i>Add</i>	Select the menu: <i>Add</i> .
<i>Work number</i>	Select the number type.
<i>Mobile number</i>	
<i>Other number</i>	
<i>Select</i> →  or <i>Add</i>	Enter the name of the contact.
<i>OK</i> → <i>Save</i>	Your contact is added to the directory.

For external numbers, we recommend you use canonical address formats comprising '+', followed by the country code (e.g. '33') then the number without the first digit. For example, for 0390670000, enter the number +3390670000. To get the '+' sign, long press on the '0' key. This example is for calling a number in France from another country.


### 3.3.2.4 Modify a contact

 → 	Open the contacts menu.
<i>Edit contact</i>	Enter creation mode.
	Select the contact to modify. You can use the search feature to find your contact.
<i>Edit</i>	Fill in the contact file.
<i>Save</i>	Your contact is added to the directory.




### 3.3.2.5 Assign a ring signal to a contact

When you create a new contact or edit an existing contact, you can associate a ring signal with this contact.



During the creation or editing mode:

<i>Ring signal</i>	Select the ring signal to be used for the selected contact.
	
<i>Back</i> → <i>Save</i>	Your contact is added to the directory.


### 3.3.2.6 Delete a contact in a directory

 → 	Open the contacts menu.
<i>Delete contact</i>	All contacts are listed.
	Select the contact to delete.
<i>Delete</i>	Delete the selected contact.
<i>Yes</i>	Confirm the deletion.


### 3.3.3 Access to the company directory

 → 	Open the contacts menu.
<i>Central phonebook</i>	Access the company directory.

#### 3.3.3.1 Search by name

<i>Search by name</i>	Search for your contact by name.
	Enter the first letters of your contact's name (First name, last name or both).
<i>Search</i>	Search for a contact.

#### 3.3.3.2 Search by number





<i>Search by number</i>	Search for your contact by number.
	Enter the number.
<i>Search</i>	Search for a contact.



Select the following menu to view the last search result: *Last result*.

### 3.3.4 Manage the call log (History)

The call log can be consulted and managed when the phone is in the idle state. The main part of the screen is used to display the call log.

The call log can contain up to 25 last received, dialed or missed calls.





	Answered incoming calls.
	Unanswered incoming calls (missed calls).
	Outgoing calls.
	Push To Talk (8068s Wlan Handset).

 → 	Open the call log menu.
Use one of the following:	
<i>Call list</i>	Display all calls.
<i>Missed calls</i>	Display missed calls only.

Actions are available from the call log:

<i>Call</i>	Call the selected contact.
<i>More</i>	Access more features.
<i>Time of call</i>	Display information about the call.
<i>Edit number</i>	Modify the number.
<i>Save number</i>	Add the contact in your local directory.
<i>Send message</i>	Send message to the contact.
<i>Delete</i>	Delete the selected entry. Note that no confirmation is requested.
<i>Delete all</i>	Delete the entire log associated with the selected contact. Note that no confirmation is requested.
<i>Missed</i>	Display missed calls only.
<i>Back</i>	Return to the main page.


### 3.3.4.1 Call the contact

	Open the call log menu.
<i>Call list/Missed calls</i>	Display all calls.
	Select the contact to call.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.



### 3.3.4.2 Acknowledge all new missed call logs

All missed calls are acknowledged as soon as you consult the call log (history).

### 3.3.4.3 Delete a contact in the call log

	Open the call log menu.
<i>Call list/Missed calls</i>	Display all calls.
<i>More</i>	Access more features.
<i>Delete</i>	Delete the selected entry. Note that no confirmation is requested.

### 3.3.4.4 Clear the call log

	Open the call log menu.
<i>Call list/Missed calls</i>	Display all calls.
<i>More</i>	Access more features.
<i>Delete all</i>	
 or <i>OK</i>	Confirm the deletion.

### 3.3.5 Messaging portal (8168s Wlan Handset)

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

#### 3.3.5.1 Message list

The last 30 received messages are stored in a list. Time and date information is included in the message. Time and date information is included in the message.



When a text message is received, the message alert signal sounds. This icon is displayed in the status bar. The content of the message is automatically displayed. If the message is received during a call, a beep notifies the user.

#### 3.3.5.2 Accessing the messaging portal



Accessing the messaging portal.

#### 3.3.5.3 To consult the messages

*Inbox*


Access to your Inbox.



Select the message you want to read.

*View*

Read the message.

In the message list, the message with request for answer is indicated by the following icon: .


Use one of the following:

*Accept*

Accept the message.

*Reject*

Reject the message.

When an acknowledged message has been replied to, the following icon is shown in the message list: .

#### Reply to a message

*Reply*

While reading the message, select the menu: *Reply*.

Use one of the following:



Write your message.

*More*

Select a predefined message. Edit the message if necessary. The menu is not displayed if no predefined messages have been saved.

*Send*

Send the message.

#### Delete the message



Select messages to delete.

*More* → *Delete*

Select the local menu: *Delete*.

*Yes*

Confirm.

#### Delete all messages



Select a message.

*More* → *Delete all*




Select the local menu: *Delete all*.

*Yes*


Confirm.



**Forward a message**



	Select the message to send.
<i>View</i>	Read the message.
<i>More → Forward</i>	
	If needed, write an additional text.
<i>Send</i>	Select the local menu: <i>Send</i> .
	Enter the number of the terminal to receive the message.
<i>Send</i>	Send the message.



**Call the sender of the message**

	Select the message to send.
<i>More → Call sender</i>	Call the contact.





**Call a number included in a message**

If the sender has written a number in the message, the number can be called without dialing.

	Select the message to send.
<i>View</i>	Read the message.
Use one of the following:	
<i>More → Call no. in text</i>	Select the local menu: <i>Call no. in text</i> .
	





	If the message contains several numbers, select the number to be called from the list.
 <i>or Call</i>	Call the selected number.

**Save the sender's number in your directory**




	Select the message to send.
<i>View</i>	Read the message.
<i>More → Save number</i>	Select the local menu: <i>Save number</i> .
<i>Work number</i> <i>Mobile number</i> <i>Other number</i>	Select which number to enter.
	Enter name.
 <i>or OK</i>	Validate.
 <i>or Save</i>	Your contact is added to the directory.

### 3.3.5.4 Send new text messages



Predefined messages (templates) can be stored in your handset contact your administrator for more information.

 → 	Accessing the messaging portal.
<i>Write new message</i>	Enter creation mode.
Use one of the following:	
	Write your message.
<i>More</i>	Select a predefined message. Edit the message if necessary. The menu is not displayed if no predefined messages have been saved.
<i>Send</i>	Select the menu: <i>Send</i> .
	Enter the number of the terminal to receive the message.
<i>Send</i>	Send the message.




### 3.3.5.5 Open a sent message

 → 	Accessing the messaging portal.
<i>Sent</i>	Available messages are listed.
	Select the message you want to read.
<i>View</i>	Read the message.



### 3.3.5.6 Delete sent messages

 → 	Accessing the messaging portal.
<i>Sent → More</i>	Access more features.
Use one of the following:	
<i>Delete</i>	Delete the selected message.
<i>Delete all</i>	Delete all sent messages.
<i>Yes</i>	Confirm.




### 3.3.5.7 Send an unsent message

 → 	Accessing the messaging portal.
<i>Unsent</i>	All unsent messages are displayed.
	Select the message you want to send.
<i>Edit</i>	Edit the message if necessary.
<i>Send</i>	Send the message.


### 3.3.5.8 Delete unsent messages

 → 	Accessing the messaging portal.
<i>Unsent → More</i>	Open more options.
Use one of the following:	
<i>Delete</i>	Delete the selected message.
<i>Delete all</i>	Delete all unsent messages.
<i>Yes</i>	Confirm.

### 3.3.6 Making a call





	Dial.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.

You are in communication:

	Hang up.
---	----------





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

### 3.3.7 Calling from call log

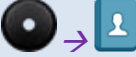






	Open the call log menu.
<i>Call list/Missed calls</i>	Display all calls
	Select the contact to call.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.

You can edit the number: *More* → *Edit number*.






### 3.3.8 Calling from your personal directory

	Open the contacts menu.
<i>Call contact</i>	All contacts are listed.
	Select contact from the list, or enter name or number in the search field. If there are several numbers for the same contact, select the desired number.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.

### 3.3.9 Calling a contact using the search by name feature

	Open the contacts menu.
<i>Call contact</i>	All contacts are listed. The local and company directories appear in the same list. A contact from the company directory is marked by the following icon:  .
	Use one of the following: <i>Search by name/ Search by number</i>
	Enter the name or the number of the contact.
<i>Search</i>	All matching contacts are displayed.
	Select the contact to call.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.

### 3.3.10 Calling by name from the central phonebook

	Open the contacts menu.
<i>Central phonebook</i>	Access the company directory.
Use one of the following: <i>Search by name/ Search by number</i>	
	Enter the name or the number of the contact.
<i>Search</i>	All matching contacts are displayed.
	Select the contact to call.
Use one of the following:	
	Press the 'take the call' key. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
	Press the OK key to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.
<i>Call</i>	Press the call softkey to start the call. Make the call with the active device: handset if unhooked, headset if connected, otherwise in hands-free mode.





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

### 3.3.11 Calling a pre-programmed number

Navigation keys, hotkeys or softkeys can be programmed with a handset number. To dial a pre-programmed number, press the pre-programmed key or button. The call is connected automatically.

### 3.3.12 Answer an incoming call

A ring signal, a vibrating alert, or both can indicate an incoming call. The ring signal and vibration can be disabled. The handset number or name of the caller is displayed. The name is displayed if the caller's handset number is stored in the local phonebook.

	You are receiving a call.
	Press the accept call key.
<i>Accept</i>	Select the softkey: <i>Accept</i> .
	Press the OK key.
	Use the headset to take the call.
	Press the loudspeaker key to answer in hands-free mode (8168s).
 or <i>Decline</i>	Decline the call (8168s WLAN Handset). Depending on the configuration of the handset, a prompt invites you to decline the call with a message.


Only the 8168s WLAN Handset permits handsfree mode.

The ringer does not ring if:

- The vibrate mode is active, the vibrate mode active icon is displayed on the screen saver.
- The ringer is disabled, the ringer disabled icon is displayed on the screen saver.


### 3.3.13 End the call

Use one of the following:

	Press the end call key of the handset or headset.
<i>End</i>	Select the softkey: <i>End</i> .

### 3.3.14 Decline a call with a predefined message


This feature depends on the configuration of your device. Your administrator can define the template(s), stored in your device.

	You are receiving a call. The following message is displayed if templates are defined: <i>Reply with a message template?</i>
<i>Yes</i>	A list of predefined messages is displayed.
	Select a predefined message. Edit the message if necessary.
<i>Send</i>	Select the menu: <i>Send</i> .
<i>Send</i>	Send the message.


### 3.3.15 Locking your telephone

#### Lock the keypad

This service enables you to prevent your phone being used.



	During a conversation.
	Press on the lock key, in idle state.
<i>Lock</i>	Lock the keypad.

Unlock keypad:


	Long press on the # key (in idle state).
<i>Yes</i>	Apply.



## Locking features on your terminal (System lock)

The handset can be locked to prevent unauthorized access. If this function is activated, a PIN code has to be entered to switch on the handset, answer an incoming call, and so on. The default phone lock code (0000) can be changed to any 4–8–digit personalized code.

	Open the settings menu.
<i>Lock</i>	Select the menu: <i>Lock</i> .
<i>Phone lock</i>	Select the menu: <i>Phone lock</i> .
<i>Auto phone lock</i>	Select the menu: <i>Auto phone lock</i> .
Use one of the following:	
<i>on</i>	Activate the lock feature.
<i>On in charger</i>	Activate the lock feature when the handset is in charger.
<i>Off</i>	Deactivate the feature.
	Personal code (the default is 0000).
<i>ok</i>	Apply.

### 3.3.16 Consulting your voice mailbox

 When you receive a new voice mail, the voicemail icon is displayed on the status bar. A popup is displayed on the screen.

Use one of the following:	
<i>Call</i>	Select this softkey while the pop-up is displayed.
	Long press on the 1 key in idle mode.
<i>Menu</i> → <i>Review</i>	Select the menu: <i>Review</i> .
	Accessing the messaging portal.
<i>Inbox</i> → <i>View</i> → <i>Call</i>	Select the voicemail message. Open the message: <i>View</i> . Select the softkey: <i>Call</i> .
	Follow the instructions of the voice guide.

### 3.3.17 Push To Talk


This feature is available only for the following device: 8168s Wlan Handset.

The Push-to-talk (PTT) feature allows your phone to operate in PTT group broadcast mode as well as in standard phone mode. The Push-To-Talk (PTT) function can be described as a group/conference call to a predefined group of members.

#### 3.3.17.1 Push To Talk (PTT) Group call

The calls are made in half-duplex communication using the Push To Talk button as a momentary switch button. While one user talks (and the PTT button is pressed) the others can listen. The microphone is active when the PTT button is pressed down and on mute when the PTT button is released.

#### 3.3.17.2 Start a PTT group call

	Press the PTT button (below the volume keys). Keep the PTT button pressed. Once a member tries to call the other members of the PTT Group by pressing the PTT button, the others receive an invitation to participate on their phone.
---	---

### 3.3.17.3 Accept or reject the PTT invitation

You receive a PTT invitation as a message.

Use one of the following:

<i>Call</i>	Accept the PTT invitation.
-------------	----------------------------

<i>Close</i>	Reject the PTT invitation.
--------------	----------------------------

Depending on the configuration, the handset may accept the invitation automatically.

If the user declines the PTT invitation, they can rejoin the PTT Group later on.

### 3.3.17.4 Close the PTT invitation

Once invitation accepted.

<i>Delete</i>	Close the PTT invitation.
---------------	---------------------------

### 3.3.17.5 Rejoin a PTT group from an invitation message



Select the invitation message.

<i>Rejoin</i>	Rejoin a PTT group.
---------------	---------------------

## 4 During a conversation

### 4.1 OmniPCX Enterprise

This section describes features during a conversation when connected to OmniPCX Enterprise. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

#### 4.1.1 Adjust audio volume during a call

Use the volume up and down keys or navigation up and down keys to increase and decrease the volume during a call (8 steps).

#### 4.1.2 Activate/deactivate voice frequency

This feature depends on the system configuration. If necessary, contact your administrator. During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine:

To activate:

During a conversation.	
<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Send DTMF</i>	Activate voice frequency.



The function is automatically cancelled when you hang up.

To deactivate:

During a conversation.	
<i>Menu</i>	Open the system menu by selecting the softkey.
<i>Deactive DTMF</i>	Deactivate voice frequency.

#### 4.1.3 Microphone switched off during calls (mute)



Mute the micro so that your contact can no longer hear you.

During a conversation.	
	Long press on the volume down key.
	Your caller can no longer hear you. The following icon is displayed in the status bar:  .

Follow the same procedure to switch on the microphone. You can be heard and the 'mute' icon disappears from the display.

#### 4.1.4 Activating/deactivating the loudspeaker (8168s Wlan Handset)




Activate or deactivate the loudspeaker when you are in conversation using the handset or the headset.

During a conversation.	
	Long press on the volume up key.
	The following icon is displayed in the status bar:  . Adjust volume by pressing the volume keys (number of levels: 8).



Follow the same procedure to deactivate the loudspeaker.



### 4.1.5 Making a second call during a conversation





During a conversation.	
Use one of the following:	
	Dial directly the number for your call.
	Long press on the # key. Call the second contact using the dial by name feature.
<i>Menu → Enquiry call</i>	Dial the number of the second contact.
The first call is put on hold: 	

#### To cancel your second call and recover the first:



	Hang up.
Your telephone rings.	
 <i>or OK</i>	Recover the call on hold.

### 4.1.6 Receiving a second call

You are in conversation and a caller is trying to contact you: a beep is sent and the caller's name is displayed for 3 seconds.




	Select the incoming call icon:  . Display the name or number of the second call.
 <i>or</i>  <i>or OK</i>	Use the off-hook key, the OK key or the OK softkey to answer the call. You can talk to the second caller and the first one is on hold.

#### To return to your first contact and end the conversation in progress

	Hang up.
Your telephone rings.	
 <i>or OK</i>	Recover the call on hold.


### 4.1.7 Switching between two calls (Broker call)

During a call, to recover the caller on hold:



	Select the call on hold icon from the conversation screen: 
 <i>or OK</i>	Recover the call on hold.

### 4.1.8 Transferring a call

#### 4.1.8.1 To transfer a call to another contact on hold



During a conversation, a second call is on hold.	
	Select the current call in conversation: 
<i>Menu → Transfer</i>	The two calls are connected.

#### 4.1.8.2 To transfer your call to another number

	During a conversation.
	Call the destination of the transfer by dialing the number or using the dial by name feature or selecting a contact in your local directory or call log (see chapter: Making a second call during a conversation).
	The first call is put on hold:  .
<i>Menu → Transfer</i>	The two calls are connected.

You can also transfer your call immediately, without having to wait for your contact to answer. Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).


#### 4.1.9 Three-way conference with internal and/or external contacts (conference)

	You are talking with a first contact (A) and a second contact is on hold (B).
	Select the current conversation:  .
<i>Menu → Conference</i>	You are in conference mode.

##### Cancel conference and return to first contact:

<i>Menu → End conference</i>	You are talking with your first contact (A) and the call with the second contact (B) is ended.
------------------------------	--




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

Use one of the following:	
	Hang up. The two calls are connected.
<i>Menu → Transfer</i>	The two calls are connected.



#### 4.1.10 Placing a call on hold (hold)\*

##### Exclusive hold

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.

During a conversation.	
Use one of the following:	
	Press the 'take the call' key. The call is placed on hold:  .
<i>Menu → Enquiry call</i>	The call is placed on hold:  .

##### To return to your first contact and end the conversation in progress

Use one of the following:	
<i>Menu → Enquiry off</i>	Recover the call on hold.
  <i>or OK</i>	Hang up. Your telephone rings. Recover the call on hold.


### 4.1.11 Placing an outside call on hold (parking)\*

This feature depends on the system configuration. If necessary, contact your administrator.

You can place an outside call on hold and recover the call on another telephone:

During a conversation.

*Menu → Park the call*

The call is placed on hold: .

#### To return to your first contact and end the conversation in progress

*Menu → Settings*

Open settings.

*My services → Consultation → Park/retrieve*

Recover the call on hold.

If the parked call is not recovered within a preset time (by default 1 minute 30), it is directed to the operator.

### 4.1.12 Adjust audio volume during a call

During a conversation.



Use the volume up and down keys to increase or decrease the audio volume of the conversation (8 steps).

### 4.1.13 Prohibit/authorize reception of a new call during communication

During communication, you do not want to be called by another caller:

*Menu → Forbid camp on*

Block new calls during communication.

*Menu → Allow camp on*

Authorize new calls during communication.

### 4.1.14 Intrusion into an internal conversation (barge-in)\*

Your contact's line is busy. If the number is not 'protected' and if authorised, you can intrude into the call:

*Menu → Intrusion*

Select the menu: *Intrusion*.

#### Protection against intrusion

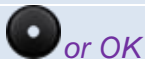
During a conversation.

*Menu → Settings*

Open settings.

*My services → Consultation → Misc. services → Intrusion protection → Intrusion.*

Select the menu: *Intrusion*.



Press this key twice.



Enter the number of your device.

Protection is cancelled when you hang up.

## 4.2 OXO Connect

This section describes features during a conversation when connected to OXO Connect. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

### 4.2.1 Adjust audio volume during a call

During a conversation.



Use the volume up and down keys to increase or decrease the audio volume of the conversation (8 steps).

### 4.2.2 Activate/deactivate voice frequency

This feature depends on the system configuration. If necessary, contact your administrator. During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine:

To activate:

During conversation with an external call.

*Menu*

Open the system menu by selecting the softkey.

□ MF code

Activate voice frequency.

The function is automatically cancelled when you hang up.

To deactivate:

During a conversation.

*Menu*

Open the system menu by selecting the softkey.

■ MF code

Deactivate voice frequency.


### 4.2.3 Microphone switched off during calls (mute)

Mute the micro so that your contact can no longer hear you.

During a conversation.



Long press on the volume down key.

Your caller can no longer hear you. The following icon is displayed in the status bar: .

Follow the same procedure to switch on the microphone. You can be heard and the 'mute' icon disappears from the display.


### 4.2.4 Activating/deactivating the loudspeaker (8168s Wlan Handset)

Activate or deactivate the loudspeaker when you are in conversation using the handset or the headset.

During a conversation.






Long press on the volume up key.



The following icon is displayed in the status bar: .  
Adjust volume by pressing the volume keys (number of levels: 8).

Follow the same procedure to deactivate the loudspeaker.

### 4.2.5 Making a second call during a conversation




During a conversation.	
Use one of the following:	
	Dial directly the number for your call.
	Long press on the # key. Call the second contact using the dial by name feature.
<i>Menu → New call → Menu → Dial by name</i>	Call the second contact using the dial by name feature.
<i>Menu → New call → Menu → Individ. rep.</i>	Call the second contact from the local directory.
<i>Menu → New call → Menu → Redial list</i>	Call the second contact from the call log.
The first call is put on hold:  .	

#### To cancel your second call and recover the first:



	Hang up.
Your telephone rings.	
 or OK	Recover the call on hold.

### 4.2.6 Receiving a second call

You are in conversation and a caller is trying to contact you: a beep is sent and the caller's name is displayed for 3 seconds.




	Select the incoming call icon:  . Display the name or number of the second call.
 or OK	Press the OK key or softkey. You can talk to the second caller and the first one is on hold.

#### To return to your first contact and end the conversation in progress

	Hang up.
Your telephone rings.	
 or OK	Recover the call on hold.

### 4.2.7 Switching between two calls (Broker call)

During a call, to recover the caller on hold:


	Select the call on hold icon from the conversation screen:  .
 or OK	Recover the call on hold.

## 4.2.8 Transferring a call

### 4.2.8.1 To transfer a call to another contact on hold

During a conversation, a second call is on hold.



Select the current call in conversation: .

*Menu* → *Transfer*

The two calls are connected.

### 4.2.8.2 To transfer your call to another number

During a conversation.



Call the destination of the transfer by dialing the number or using the dial by name feature or selecting a contact in your local directory or call log (see chapter: Making a second call during a conversation).

The first call is put on hold: .

*Menu* → *Transfer*


The two calls are connected.

You can also transfer your call immediately, without having to wait for your contact to answer. Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

## 4.2.9 Three-way conference with internal and/or external contacts (conference)

During a conversation, a second call is on hold.



Select the current call in conversation: .

*Menu* →   
*Conference*

You are in conference mode.

**Cancel the conference and recover the last active call before the conference (the other is on hold):**

*Menu* →  
 *Conference*

You can talk to the second caller and the first one is on hold.

**Hang up on all participants:**




Hang up.

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

*Menu* →  
 *Conference*

You can talk to the second caller and the first one is on hold.



Select the current call in conversation: .

*Menu* → *Transfer*

The two calls are connected.

### 4.2.10 Placing a call on hold (hold)\*

#### Exclusive hold

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.

During a conversation.

*Menu* → *Hold*

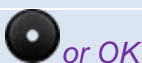
The call is placed on hold: .

**To return to your first contact and end the conversation in progress**



Hang up.

Your telephone rings.



Recover the call on hold.


### 4.2.11 Placing an outside call on hold (parking)\*

This feature depends on the system configuration. If necessary, contact your administrator.

You can place an outside call on hold and recover the call on another telephone:






During a conversation.	
<i>Menu</i> → <i>Park call</i>	The call is placed on hold: 

#### To return to your first contact and end the conversation in progress

<i>Menu</i> → <i>Pickup</i>	Select the menu: <i>Pickup</i> .
<i>Unpark call</i>	Select the menu: <i>Unpark call</i> .
	Number of telephone from which call was parked.

If the parked call is not recovered within a preset time (by default 1 minute 30), it is directed to the operator.

### 4.2.12 Add the contact to your local directory

During a conversation.	
<i>Menu</i> → <i>Save to rep.</i>	Select the menu: <i>Save to rep.</i>
	Select the key to program.
 or OK	Press the OK key or softkey.
	Enter the name of your contact.
 or OK	Press the OK key or softkey. The number is displayed.
 or OK	Apply.

## 4.3 SIP mode

This section describes features during a conversation when connected to an SIP Server. Contact your installer for more information about compatible SIP servers.

### 4.3.1 Adjust audio volume during a call

Use the volume up and down keys to increase or decrease the audio volume of the conversation (8 steps).

### 4.3.2 Placing a call on hold

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.



During a conversation.	
<i>More</i>	Open more options.
<i>Hold</i>	Your first call is placed on hold.

Retrieve the caller on hold:

<i>Retr</i>	Recover the call on hold.
-------------	---------------------------




### 4.3.3 Activating/deactivating the loudspeaker (8168s Wlan Handset)

Activate or deactivate the loudspeaker when you are in conversation using the handset or the headset.

-  Activate loudspeaker.
- Adjust volume by pressing the volume keys (number of levels: 8).
-  Deactivate loudspeaker.


### 4.3.4 Microphone switched off during calls (mute)

Mute the micro so that your contact can no longer hear you.


During a conversation.	
Use one of the following:	
	Long press on the mute key.
	Long press on the softkey.
<i>More</i> → <i>Microphone off</i>	Select the local menu: <i>More</i> → <i>Microphone off</i>
<i>Select</i>	Apply.
Your caller can no longer hear you. The following icon is displayed in the status bar:  .	

Follow the same procedure to switch on the microphone.

### 4.3.5 Lock the keypad during a call





During a conversation.	
	Press on the lock key, in idle state.
<i>Lock</i>	Lock the keypad.

Unlock keypad:

	Long press on the # key (in idle state).
<i>Yes</i>	Apply.






### 4.3.6 Make a second call

<i>More</i> → <i>New call</i>	Select the menu: <i>New call</i> .
<i>Select</i>	The first call is put on hold.
Use one of the following:	
	Enter the number.
	Access to the personal or company directory.
Use one of the following:	
	Press the 'take the call' key.
	Press the OK key to start the call.
<i>Call</i>	Press the call softkey to start the call.



During the ongoing emergency call, the following softkey is disabled: *More*.

#### To cancel your second call and recover the first:

	Hang up.
	Your telephone rings.
	Recover the call on hold.



### 4.3.7 Receiving a second call

You are in conversation and a caller is trying to contact you: a beep is sent and the caller's name is displayed for 3 seconds.

Use one of the following:	
	Press the accept call key.
<i>Accept</i>	Select the softkey: <i>Accept</i> .
	Press the OK key.
The first call is put on hold.	


### 4.3.8 Switching between two calls (Broker call)

During a call, to recover the caller on hold:

	Select the call on hold icon from the conversation screen:  .
<i>Retr</i>	Retrieve the caller on hold.

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

### 4.3.9 End the call with one of two contacts


<i>More</i>	Open more options.
	Select the call to end by using the left-right navigation keys.
<i>End</i>	End the selected call.
<i>Retr</i>	Retrieve the caller on hold.

### 4.3.10 Transferring a call

#### 4.3.10.1 To transfer a call to another contact on hold

During a conversation, a second call is on hold.



Select the call on hold by using the left-right navigation keys: .

*More → Transfer to*

The two calls are connected.

#### 4.3.10.2 To transfer your call to another number

During a conversation.

*More → Transf. to new*

Select the menu: *Transf. to new.*

*Select*

The first call is put on hold.

Use one of the following:



Enter the number.



Access to the personal or company directory.

Use one of the following:




Press the 'take the call' key. The two calls are connected.



Press the OK key to start the call. The two calls are connected.

### 4.3.11 N-party conference



You are in conversation with the second contact and the first one is on hold. Select the current call in conversation using the left-right: .

*More → Conference*

You are in a conference.

The person initiating the conference call is the conference leader, and the other participants are members of the conference call. If required, any member of the conference call can be put on hold by the conference leader.

#### Add a participant to the conversation

*More → New call*

Call the new participant.



Select the current call in conversation using the left-right: .

*More → Conference*

You are in conference with all participants.

#### End the conference with all participants



Hang up.

#### After conference, to allow participants to continue talking:

*Hold*

Put one of the participants on hold.



Select the call on hold by using the left-right navigation keys: .

*More → Transfer to*

The two participants remain on the call together.

### 4.3.12 Activate/deactivate voice frequency

This feature depends on the system configuration. If necessary, contact your administrator. During a call, you sometimes have to send DTMF signals, for example, for a voice message service, an automatic switchboard or when remotely consulting an answering machine:

During a conversation.





Sending DTMF signals.



# 5 Programming your telephone

## 5.1 Common to all systems



### 5.1.1 Device information

 → 	Open the local settings menu.
<i>Device info</i>	<p>The following information is displayed:</p> <ul style="list-style-type: none"> <li>• Software.</li> <li>• Hardware.</li> <li>• WLAN info.</li> <li>• Network info.</li> <li>• TFTP info.</li> <li>• User ID (only available in SIP mode).</li> </ul>





### 5.1.2 Adjusting your display

 → 	Open the local settings menu.
<i>Display</i>	Open display settings.
<i>Brightness</i>	<p>Adjusting the screen brightness:</p> <ul style="list-style-type: none"> <li>• <i>Normal</i></li> <li>• <i>Power save</i></li> </ul>

### 5.1.3 Screensaver (8168s Wlan Handset)





 → 	Open the local settings menu.
<i>Display</i>	Open display settings.
<i>Screensaver</i>	<p>Select the screensaver you want when your phone is idle:</p> <ul style="list-style-type: none"> <li>• <i>Information</i>: When your phone is idle, the time is displayed on the screen.</li> <li>• <i>Black</i>: When your phone is idle, the screen is black.</li> <li>• <i>Black also in call</i>: The screen is also black when the handset is in a call.</li> </ul>

### 5.1.4 Selecting language of phone local menu

 → 	Open the local settings menu.
<i>*Language</i>	Available languages are listed.
	Select the language of your choice.
 <i>or OK</i>	Confirm.





### 5.1.5 Activate/deactivate the Key tones

By default the set emits a tone each time a key is pressed. To deactivate these tones:





 → 	Open the local settings menu.
<i>Sound &amp; alerts</i> → <i>Key sound</i>	<ul style="list-style-type: none"> <li>• <i>Click</i>: pressing a key makes a click.</li> <li>• <i>Tone</i>: pressing a key makes a tone.</li> <li>• <i>Silent</i>: no sound.</li> </ul>
 <i>or OK</i>	Confirm.
	

### 5.1.6 Activate/deactivate the Warning tones

The warning tones inform the user of an abnormal operation (out of range, system activated or halted, etc.). To deactivate these tones:




 → 	Open the local settings menu.
<i>Sound &amp; alerts</i> → <i>Battery warning</i>	<ul style="list-style-type: none"> <li>• <i>Repeted sound</i>: the sound is repeated.</li> <li>• <i>Sound once</i>: the sound is played once.</li> <li>• <i>Sound off</i>: no sound.</li> </ul>
 or OK	Confirm.
	

### 5.1.7 Activate/deactivate the hearing aid



 → 	Open the local settings menu.
<i>Sound &amp; alerts</i> → <i>Hearing aid</i>	Select the local menu: <i>Hearing aid</i> .
<i>On/Off</i>	Activate/deactivate the hearing aid.
 or OK	Confirm.
	

### 5.1.8 Configuring Bluetooth® (8168s Wlan Handset)



#### 5.1.8.1 enable/Disable Bluetooth®

 → 	Open the connection menu.
<i>Bluetooth</i> → <i>Enable</i>	<p>Enable Bluetooth®.</p> <p>The following icon is displayed in the status bar: .</p>

#### 5.1.8.2 Installing a Bluetooth® headset

 → 	Open the connection menu.
<i>Bluetooth</i> → <i>Headset</i> → <i>Add new</i>	You have to follow instructions displayed on the screen.


### 5.1.9 Installing a wired headset

	Plug the headset into the jack connector.
To achieve optimal audio quality with the different headset types, it is recommended to select the corresponding headset profile:	
 → 	Open the connection menu.
<i>Headset</i>	<p>Select the corresponding headset profile from the list:</p> <ul style="list-style-type: none"> <li>• Mic on boom.</li> <li>• Mic on cable.</li> <li>• Customized headset profile (depending on configuration).</li> </ul>
<i>Select</i>	Confirm.

## 5.2 OmniPCX Enterprise




This section describes how to program your telephone connected to OmniPCX Enterprise. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

### 5.2.1 Initializing your voice mailbox


Menu → Messaging → 1 New voice msg	Access the voice mail.
	Enter your password and record your name in accordance with the spoken instructions.

### 5.2.2 Customizing your voice greeting

You can replace the greeting message by a personal message.








Menu → Messaging → Voice mail	Access the voice mail.
	Enter your personal code.
Menu → Personal options → Greeting message	Select the menu: <i>Greeting message</i> .
Menu → Record	Select the menu: <i>Record</i> .
Menu → Pers greet 1	Select the menu: <i>Pers greet 1</i> . Recording in progress.
	End of recording.
	Apply.

### 5.2.3 Modify the password for your voice mailbox

Menu → Messaging → Voice mail	Access the voice mail.
	Enter your personal code.
Menu → Personal options → Password	Follow the instructions of the voice guide.

### 5.2.4 Modify the password for your phone set

Your personal password is used to access the messaging portal and to lock your telephone.





Menu → Settings	Open settings.
My phone set → Password	Select the menu: <i>Password</i> .
	Enter the old password.
 or OK	Confirm.
	Enter the new password.
 or OK	Confirm.
	Enter new password again to confirm.
 or OK	Confirm.
 or OK	Confirm.

Your password must have 4 to 6 digits. A weak personal code with identical digits (0000, 1111, 000000, etc.) or a simple sequence of digits (0123, 012345, 1234, 123456, etc.) will be rejected by the system.

### 5.2.5 Adjusting the audio functions


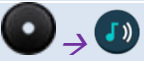


Use the profiles defined in the handset to best suit your environment. A profile allows you to quickly adjust the volume and melody of the ringer, the vibrate mode, and the sound of the keys. You can create your own profiles depending on the model of the handset.

Use one of the following:

	Use the multi-function button.
	Open the connection menu.
	Select the profile (silent, vibrating ringer, low, loud or customized): <i>Normal, Silent, Vibrate, Loud, Soft.</i>
	Confirm.

#### 5.2.5.1 Modify a profile

Use one of the following:



	Use the multi-function button.
	Open the connection menu.
	Select the profile to modify.
<i>Edit</i>	Enter creation mode.
To modify the volume:	
<i>Volume → Edit</i>	Select the volume of your choice.
To modify the ring tone:	
<i>Ring signals → Edit</i>	Enter creation mode.
<i>Call type x</i>	Select the type of call to which the ringing is to be associated.
	Select the melody of your choice.
<i>Play</i>	Listen to the ring signal.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.
Activate/deactivate vibrate feature	
<i>Vibrating alert → Edit</i>	Enter creation mode.
<i>On</i>	Deactivate vibrate mode.
<i>On if silent</i>	Vibration active only if the ring tone is on silent mode.
<i>off</i>	Deactivate vibrate mode.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.

To modify the key sound:

<i>Key sound</i> → <i>Edit</i>	<ul style="list-style-type: none"> <li>• <i>Click</i>: pressing a key makes a click.</li> <li>• <i>Tone</i>: pressing a key makes a tone.</li> <li>• <i>Silent</i>: no sound.</li> </ul>
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.

### 5.2.5.2 Create a new profile (8168s Wlan Handset)

Use one of the following:


	Use the multi-function button.
	Open the connection menu.

<i>Add new</i>	Enter creation mode.
	Enter the profile name.
<i>Save</i>	Save the profile.


Define the following parameters:

<i>Volume</i> → <i>Edit</i>	Adjusting the ringer volume.
<i>Ring signals</i> → <i>Edit</i>	Choose ringer.
<i>Vibrating alert</i> → <i>Edit</i>	Activate/deactivate the vibrating ringer.
<i>Key sound</i> → <i>Edit</i>	Activate/deactivate the Key tones.


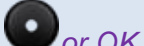
### 5.2.5.3 Adjust the ringer volume

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Volume</i>	Use the left or right navigation key to decrease or increase the volume (8 steps).
<i>Back</i>	

### 5.2.5.4 Activate/deactivate vibrate feature

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Vibrating alert</i> → <i>Edit</i>	Enter creation mode.
<i>On</i>	Deactivate vibrate mode.
<i>On if silent</i>	Vibration active only if the ring tone is on silent mode.
<i>off</i>	Deactivate vibrate mode.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.








### 5.2.6 Selecting system language

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My phone set</i> → <i>Language</i>	Available languages are listed.
	Select the language of your choice.
 or <i>OK</i>	Confirm.






## 5.2.7 Programming your personal directory



### 5.2.7.1 Program a non-programmed entry in the personal phone book

<i>Menu</i> → <i>Personal directory</i>	Access to personal directory.
	Select a non-programmed entry in the personal phone book. Confirm.
To program a number:	
<i>Speed dial</i>	Select the menu: <i>Speed dial</i> .
	Enter the number. Apply.
 or OK	Confirm.
	Enter the new name. Apply.
 or OK	Confirm.
To program a service:	
<i>Services</i>	Select the menu: <i>Services</i> .
	Select the service to program.
 or OK	Confirm.
	Follow instructions displayed on the device screen.

### 5.2.7.2 Modify a programmed entry in the personal phone book

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My phone set</i> → <i>Directory program</i>	Manage your personal directory.
	Select an entry in the phone book. Confirm.
<i>Menu</i> → <i>Modify</i>	Enter creation mode.
	Enter the new name. Apply.
	Enter the new number. Apply.

### 5.2.7.3 Delete a programmed entry in the personal phone book

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>My phone set</i> → <i>Directory program</i>	Manage your personal directory.
	Select an entry in the phone book. Confirm.
<i>Menu</i> → <i>Delete</i>	Select the menu: <i>Delete</i> .
 or OK	Confirm.




## 5.2.8 Programming an appointment reminder

You can set the time of a temporary reminder (one within 24 hours) or a permanent reminder (every day at the same time).


At the programmed time, your telephone rings:

Use one of the following:	
	Stop ringing.
	Stop ringing.

### 5.2.8.1 Programming an appointment reminder



<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
	Enter the time of the appointment.
	Dial the number of the appointment destination set (optional, depending on system configuration). Do not set a value if the alarm will be triggered on your phone.
	

### 5.2.8.2 Delete an appointment reminder

<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
	Dial the number of the appointment destination set (optional, depending on system configuration).
<i>Menu</i>	Select the softkey: <i>Menu</i> .
<i>More</i> → <i>Del</i>	Select the menu: <i>Del</i> .

## 5.2.9 Configure your phone during charging

The behavior of the handset when placed in the charger can be configured.


 → 	Open the connection menu.
<i>In charger</i>	Select the local menu: <i>In charger</i> .
Use one of the following:	
<i>No action</i>	No other action apart from charging the handset.
<i>Change profile</i>	The handset can change profile automatically when it is placed in the charger: <i>Normal, Silent, Vibrate, Soft, Loud*</i> . The profile is changed back when the handset is removed from the charger.
<i>Edit</i>	Change the profile.

\*This feature is available only for the following device: 8168s Wlan Handset.

## 5.3 OXO Connect

This section describes how to program your telephone connected to OXO Connect. Some features are subject to programming and are marked by an asterisk (\*). If necessary, contact the administrator of the system.

### 5.3.1 Initializing your voice mailbox

<i>Menu</i> → <i>Message</i> → <i>Voice</i>	Access the voice mail.
	Enter your password and record your name in accordance with the spoken instructions.

Your personal password is used to access the messaging portal and to lock your telephone.

until your voice mailbox is activated, the default password is defined by the administrator. please contact your administrator.




### 5.3.2 Customizing your voice greeting

you can replace the greeting message by a personal message.

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>Mailbox</i> → <i>Pers</i> <i>Message</i> → <i>Record</i>	Select the menu: <i>Record</i> .
During the recording of a message, it is possible to access the following functions:	
<i>Menu</i> → <i>Stop</i>	End of recording.
<i>Menu</i> → <i>Pause</i>	Pausing in the recording.
<i>Menu</i> → <i>Record</i>	To record the message again.

### 5.3.3 Change your personal password

Your personal password is used to access the messaging portal and to lock your telephone.

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>Option</i> → <i>Password</i>	Select the menu: <i>Password</i> .
	Enter the old password.
	Enter the new password.
 <i>or OK</i>	Confirm.

Until your voice mailbox is activated, the default password is defined by the administrator. please contact your administrator.




Each digit of the code is symbolized with an asterisk.

A weak personal code with 6 identical digits (000000, 111111, etc.) or a simple sequence of 6 digits (012345, 123456, etc.) will be rejected by the system.

### 5.3.4 Adjusting the audio functions





Use the profiles defined in the handset to best suit your environment. A profile allows you to quickly adjust the volume and melody of the ringer, the vibrate mode, and the sound of the keys. You can create your own profiles depending on the model of the handset.

Use one of the following:

	Use the multi-function button.
	Open the profile menu.
	Select a profile. Available profiles depend on the handset model.



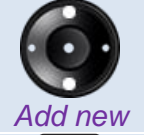
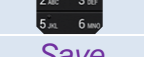
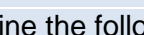
#### 5.3.4.1 Modify a profile

Use one of the following:


	Use the multi-function button.
	Open the profile menu.
	Select the profile to modify.
<i>Edit</i>	Enter creation mode.
To modify the volume:	
<i>Volume → Edit</i>	Select the volume of your choice.
To modify the ring tone	
<i>Ring signals → Edit</i>	Select the type of call to which the ringing is to be associated: <i>Call type x</i> .
	Select the melody of your choice.
<i>Play</i>	Listen to the ring signal.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.
Activate/deactivate vibrate feature	
<i>Vibrating alert → Edit</i>	<ul style="list-style-type: none"> <li>• <i>On</i>: activate vibrate mode.</li> <li>• <i>On if silent</i>: vibration active only if the ring tone is on silent mode.</li> <li>• <i>Off</i>: deactivate vibrate mode.</li> </ul>
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.
Modify the key sound	
<i>Key sound → Edit</i>	<ul style="list-style-type: none"> <li>• <i>Click</i>: pressing a key makes a click.</li> <li>• <i>Tone</i>: pressing a key makes a tone.</li> <li>• <i>Silent</i>: no sound.</li> </ul>
<i>Play</i>	Listen to the key sound.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.

### 5.3.4.2 Create a new profile (8168s Wlan Handset)


Use one of the following:

	Use the multi-function button.
	Open the profile menu.
	Enter creation mode.
	Enter the profile name.
	Save the profile.
Define the following parameters:	
<i>Volume</i> → <i>Edit</i>	Adjusting the ringer volume.
<i>Ring signals</i> → <i>Edit</i>	Choose ringer.
<i>Vibrating alert</i> → <i>Edit</i>	Activate/deactivate the vibrating ringer.
<i>Key sound</i> → <i>Edit</i>	Activate/deactivate the Key tones.



### 5.3.4.3 Adjust the ringer volume

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Volume</i>	Use the left or right navigation key to decrease or increase the volume (8 steps).
<i>Back</i>	Back to the previous screen.




### 5.3.4.4 Activate/deactivate vibrate feature

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Vibrating alert</i> → <i>Edit</i>	Enter creation mode.
<i>On</i>	Deactivate vibrate mode.
<i>On if silent</i>	Vibration active only if the ring tone is on silent mode.
<i>off</i>	Deactivate vibrate mode.
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.

### 5.3.5 Selecting system language

<i>Menu</i> → <i>Settings</i>	Open settings.
<i>Options</i> → <i>Language</i>	Available languages are listed.
	Select the language of your choice.
 <i>or OK</i>	Confirm.

### 5.3.6 Programming your personal directory



<i>Menu</i> → <i>Indiv. rep.</i>	Access to personal directory.
	Select an entry in the phone book. Confirm.
<i>Menu</i> → <i>Modify</i>	Enter creation mode.
	Enter the name. Apply.
	Enter the number. Apply.

### 5.3.7 Programming an appointment reminder



You can set the time of a temporary reminder (one within 24 hours) or a permanent reminder (every day at the same time).

At the programmed time, your telephone rings:



Use one of the following:

	Stop ringing.
	Stop ringing.


#### 5.3.7.1 Program a temporary reminder call

<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
	Enter the time of the appointment.
 or <i>OK</i>	Confirm.




#### 5.3.7.2 Program a permanent reminder call

<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
<i>More</i> → <i>Menu</i> → <i>Permanent</i>	Select the menu: <i>Permanent</i> .
	Enter the time of the appointment.
 or <i>OK</i>	Confirm.

#### 5.3.7.3 Delete an appointment reminder



<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
<i>More</i> → <i>Menu</i> → <i>Clear</i>	Select the menu: <i>Clear</i> .
 or <i>OK</i>	Confirm.

#### 5.3.7.4 Modify an appointment reminder

<i>Menu</i> → <i>Appointment</i>	Open appointment settings.
<i>More</i> → <i>Menu</i> → <i>Clear</i>	Select the menu: <i>Clear</i> .
 or <i>OK</i>	Confirm.
<i>More</i> → <i>Menu</i>	Select the type of appointment (temporary or permanent): <i>Temporary</i> / <i>Permanent</i> .
	Enter the time of the appointment.
 or <i>OK</i>	Confirm.

### 5.3.8 Configure your phone during charging

The behavior of the handset when placed in the charger can be configured.

 → 	Open the connection menu.
<i>In charger</i>	Select the local menu: <i>In charger</i> .
Use one of the following:	
<i>No action</i>	No other action apart from charging the handset.
<i>Change profile</i>	The handset can change profile automatically when it is placed in the charger: <i>Normal, Silent, Vibrate, Soft, Loud*</i> . The profile is changed back when the handset is removed from the charger.
<i>Edit</i>	Change the profile.


\*This feature is available only for the following device: 8168s Wlan Handset.

## 5.4 SIP mode


This section describes how to program your telephone connected to an SIP Server. Contact your installer for more information about compatible SIP servers.

### 5.4.1 Adjusting the audio functions



#### 5.4.1.1 Adjust the ringer volume

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Volume</i>	Use the left or right navigation key to decrease or increase the volume (8 steps).
<i>Back</i>	Back to the previous screen.



#### 5.4.1.2 Activate/deactivate vibrate feature

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Vibrating alert</i> → Edit	<ul style="list-style-type: none"> <li>• <i>On</i>: deactivate vibrate mode.</li> <li>• <i>On if silent</i>: vibration active only if the ring tone is on silent mode.</li> <li>• <i>Off</i>: deactivate vibrate mode.</li> </ul>
<i>Select</i>	Validate your choice.
<i>Back</i>	Back to the previous screen.

#### 5.4.1.3 Modify the ring tone

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Ring signals</i>	Select the local menu: <i>Ring signals</i> .
<i>Internal call</i> <i>External call</i>	Select the type of calls: internal or external calls.
	Select a ring tone.
<i>Play</i>	Listen to the ring tone.
<i>Back</i>	Back to the previous screen.

#### 5.4.1.4 Define sound when you receive a message

	Open the local settings menu.
<i>Sound &amp; Alerts</i>	Open the audio settings.
<i>Message alert.</i>	Available sounds are listed.
	Select a sound.
<i>Play</i>	Listen to the sound.
<i>Back</i>	Back to the previous screen.



### 5.4.2 Shortcuts

Predefined functions can be set as shortcuts for the softkeys, hotkeys, navigation keys and the multifunction button. For example, a softkey can be set to make a call, as a shortcut to send a message or to a menu.




### 5.4.3 Define softkeys

Softkeys are the keys placed under the screen. Press the softkey to perform the predefined function.

	Access shortcuts menu.
<i>Soft keys</i>	Open softkey settings.
<i>Left</i> <i>Middle</i> <i>Right</i>	Select the softkey to program.
<i>Select</i>	Enter the name of the softkey.
 <i>or OK</i>	Confirm.
<i>Function</i> → <i>Select</i>	Select a function from the list.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Value</i> → <i>Select</i>	Depending on the function, enter a value.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Control question</i> → <i>Select</i>	If activated, a confirmation is requested before executing the function (deactivated by default). To return to the previous page: <i>Back</i> .
<i>Save</i>	Confirm.


### 5.4.4 Define hotkeys

Hotkeys are the 0 key and 2-9 keys of the keyboard. Long press in idle state on the hotkeys to run the predefined function.

	Access shortcuts menu.
<i>Hot keys</i>	Open softkey settings.
<i>0, 2-9</i>	Select the key to program.
<i>Function</i> → <i>Select</i>	Select a function from the list.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Value</i> → <i>Select</i>	Depending on the function, enter a value.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Control question</i> → <i>Select</i>	If activated, a confirmation is requested before executing the function (Deactivated by default). To return to the previous page: <i>Back</i> .
<i>Save</i>	Confirm.

### 5.4.5 Define navigation key

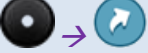
Short press in idle state on the navigation keys to run the predefined function.

	Access shortcuts menu.
<i>Navigation keys</i>	Open softkey settings.
<i>Up</i> <i>Down</i> <i>Left</i> <i>Right</i>	Select the key to program.
<i>Function</i> → <i>Select</i>	Select a function from the list.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Value</i> → <i>Select</i>	Depending on the function, enter a value.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.

<i>Control question</i> → <i>Select</i>	If activated, a confirmation is requested before executing the function (Deactivated by default). To return to the previous page: <i>Back</i> .
<i>Save</i>	

### 5.4.6 Define multifunction button

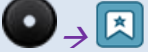



The multifunction button can be defined with two different functions: a long press activates one function, and a double press activates another function.

	Access shortcuts menu.
<i>Multi-function button</i>	Open softkey settings.
<i>Long press or Multi press</i>	Program a function on a long press or a double press.
<i>Function</i> → <i>Select</i>	Select a function from the list.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Value</i> → <i>Select</i>	Depending on the function, enter a value.
<i>Select</i> → <i>Back</i>	Validate your choice. To return to the previous page.
<i>Control question</i> → <i>Select</i>	If activated, a confirmation is requested before executing the function (Deactivated by default). To return to the previous page: <i>Back</i> .
<i>Save</i>	Confirm.

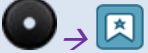

### 5.4.7 Services (8168s Wlan Handset)

The services menu is used for creating a submenu of frequently used functions.




#### 5.4.7.1 Add services

	Access services menu.
<i>Add new</i> <i>Name</i>	Enter creation mode. Enter the name of the service.
 <i>or OK</i>	The function menu is displayed.
	Select a function from the list.
 <i>or Select</i> <i>Back</i>	Confirm. If necessary, enter value in the field. Back to the previous screen.

#### 5.4.7.2 Edit services

	Access services menu.
	Mark a service by pressing up and down on the navigation key.
<i>More</i> → <i>Edit</i> <i>Back</i>	Enter creation mode. Edit the service parameters. Back to the previous screen.



### 5.4.7.3 Delete services

	Access services menu.
	Mark a service by pressing up and down on the navigation key.
<i>More → Delete</i>	Select the local menu: <i>Delete</i> .
	Mark Delete by pressing down on the navigation key.
<i>Select → Yes</i>	Delete the service.



### 5.4.8 Profiles

	8158s	8168s
Number of predefined profiles	3	4
Number of additional profiles	0	9



#### 5.4.8.1 Create a new profile

	Open the profile menu.
<i>Add new</i>	Enter creation mode.
	Enter the profile name.
<i>Save</i>	
<i>More → Add setting</i>	Select the setting to add to the profile. Repeat to add additional settings.
<i>Edit</i>	Edit the setting to change it.



#### 5.4.8.2 Add new profile based on another profile

	Open the profile menu.
<i>Add new</i>	Enter creation mode.
	Enter the profile name.
<i>Save</i>	Confirm.
<i>Back → More → Import from</i>	Select the profile with settings to be used for the new profile.
<i>More</i>	If needed select the option to add, import or remove.

#### 5.4.8.3 Activate profile





	Open the profile menu.
	Select the profile to activate.
<i>Select</i>	Active the selected profile.

#### 5.4.8.4 Edit profile




	Open the profile menu.
	Select the profile to edit.
<i>More → Edit</i>	Enter creation mode.

<p><i>Edit</i></p> <p><i>More → Add setting</i></p> <p><i>More → Import setting</i></p> <p><i>More → Remove setting</i></p>	<p>Modify the profile by using available option: <i>Edit</i>, <i>add setting</i>, <i>Import setting</i>, <i>Remove setting</i>.</p>
---	---

### 5.4.9 Define time and date format



 → 	Open the local settings menu.
<i>Time &amp; Date → Date format</i>	Open date settings.
	Choose the date format.
<i>Time &amp; Date → Time format</i>	Open time settings.
	Select Time Format.
<i>Select</i>	Confirm.

### 5.4.10 Set time and date manually

 → 	Open the local settings menu.
<i>Time &amp; Date → Set Time &amp; date</i>	Select the local menu: <i>Set Time &amp; date</i> .
	Set time and date using navigation keys.

### 5.4.11 Configure your phone during charging

The behavior of the handset when placed in the charger can be configured.

 → 	Open the connection menu.
<i>In charger</i>	Select the local menu: <i>In charger</i> .
Use one of the following:	
<i>Call behavior → End call</i>	To end an ongoing call when handset is placed in a charger.
<i>Call behavior → Loudspeaker on</i>	To turn on the loudspeaker when handset is placed in a charger during a call.
<i>Call behavior → Switch off</i>	The handset can be switched off automatically when it is placed in the charger. When it is removed from the charger, it switches on again.
<i>Other actions → Sound off</i>	When the handset is placed in the charger, it will be muted. When it is removed from the charger, the microphone is switched on again.
<i>Other actions → Change profile → Edit</i>	The handset can change profile automatically when it is placed in the charger. The profile is changed back when the handset is removed from the charger.
<i>Other actions → No action</i>	No action when the handset is placed in the charger.

## 6 List of accessories

### 6.1 Belt clip



When you purchase your phone, it is equipped with a belt clip on the back.

You can remove this belt clip and replace it with a specific cover. The cover is provided with the handset.

To remove the belt clip, you need to remove two screws using a Phillips screwdriver.

Place the cover in place of the belt clip using the two screws.

### 6.2 Cover for belt clip

The cover is provided with the handset.



### 6.3 Spare swivel clip package



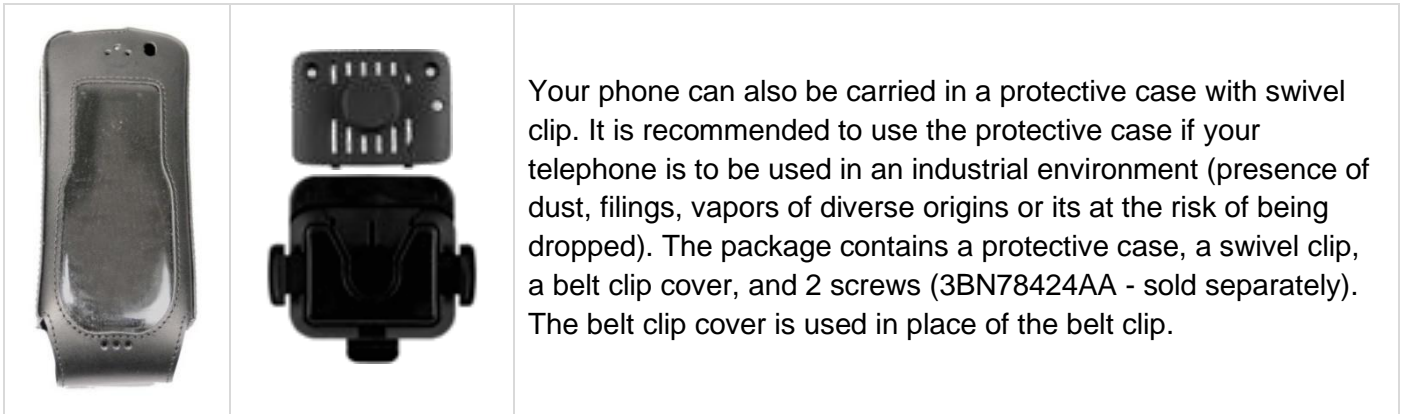
The swivel clip can be used in place of the belt clip. It allows for quick detachment/attachment of the handset from the belt. The package contains a swivel clip cover, the swivel clip, and 2 screws (3BN78425AA - sold separately).

### 6.4 Spare belt clip



The package contains a belt clip and 2 screws (3BN78423AA - sold separately).

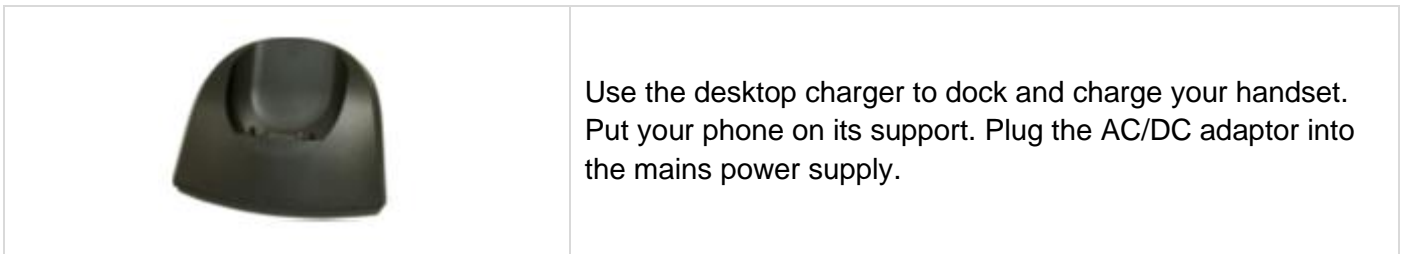
## 6.5 Vertical pouch



## 6.6 Chargers

Chargers are sold separately.

### 6.6.1 Desktop charger



### 6.6.2 Rack charger

Use the rack charger to dock and charge up to 6 phones at the same time (3BN78406AA).



### 6.6.3 Battery rack charger

Use the rack charger to dock and charge up to 6 batteries at the same time (3BN78426AA).









### 6.6.4 Power supply

Desktop chargers must be connected with the following power supplies provided by the manufacturer:

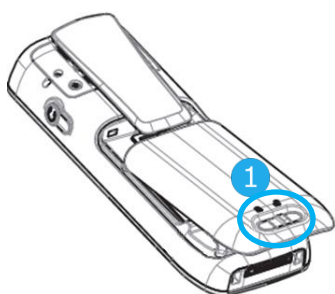
- 3BN78403AA Desktop charger Europe - Unifive UCE305-0508, Friwo FW7600/05, or PSAI05E-050 - Power supply unit AC: 100–240 V, DC: 5 V/0.65 A.
- 3BN78403AB Desktop charger US-UK-AUS - Phihong PSAC05R-050 or PSAC05R-050L6-R - Power supply unit AC: 100–240 V, DC: 5 V/1 A.
- 3BN78403AC Desktop charger without PSU for countries not supporting above plugs. Refer to the technical specification 8AL90834AA.

### 6.6.5 Battery charge level

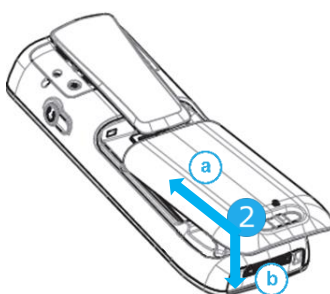
	Full battery.
	High battery level.
	Medium battery level.
	10% - 25% A warning signal sounds every minute and the dialog window 'Battery low. Charge now' is displayed.
	7% - 10% A warning signal sounds every minute and the dialog window 'Battery very low' is displayed.
	< 7% A warning signal sounds every second and the dialog window 'Battery empty. Shutting down' is displayed.

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

Place the battery on the telephone



Before inserting the battery module into the phone, make sure that its lock is in the unlocked position.



Place the battery in its compartment.



While maintaining the battery module in position, slip the lock to the locked position.

Check that the battery module is properly installed in its housing.

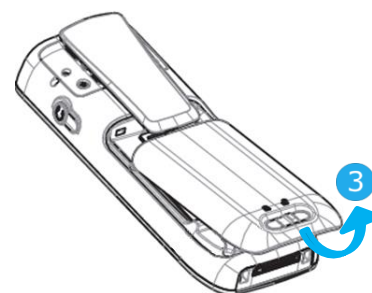
Remove the battery from the telephone



Slip the lock to the unlocked position



Lift the battery module

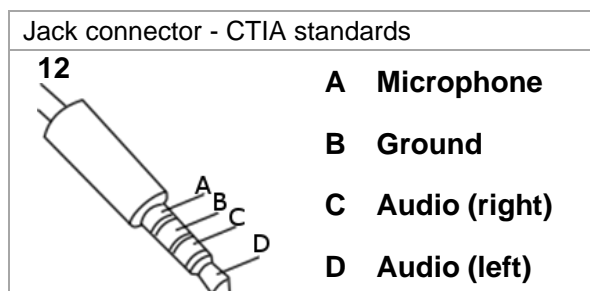


You can then remove the battery module

### 6.7 Headphone / external microphone

The side of the telephone features a 3.5 mm jack connector for headphone / external microphone. Contact your retailer for information on the various headphone models available.

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





## 6.8 Cleaning and disinfecting your telephone

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

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

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

## 7 Technical specifications

	<b>8168s</b>	<b>8158s</b>
Height	137 mm (5.39 in.)	137 mm (5.39 in.)
Width	52 mm (2.04 in.)	52 mm (2.04 in.)
Depth	21 mm (0.82 in.)	21 mm (0.82 in.)
Weight without clip	135 g (4.8 oz)	135 g (4.8 oz)
Color	Black	Black
Display	31 × 41 mm (2.0 in), 240 × 320-pixel LCD,2.0 inch TFT color display with backlight	31 × 41 mm (2.0 in), 240 × 320-pixel LCD,2.0 inch TFT color display with backlight
Operating conditions	-5°C - +45°C (23°F - 113°F)	-5°C - +45°C (23°F - 113°F)

## 8 Ordering information

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

8158S WLAN HANDSET	3BN78421AA
8168S WLAN HANDSET	3BN78422AA
81x8 DESKTOP CHARGER EUROPE	3BN78403AA
81x8 DESKTOP CHARGER US-UK-AUS	3BN78403AB
81x8 DESKTOP CHARGER W/O SUPPLY	3BN78403AC
81x8 RACK CHARGER	3BN78406AA
8158S/8168S BELT CLIP	3BN78423AA
8158S/8168S CARRYING CASE	3BN78424AA
8158S/8168S SWIVEL CLIP	3BN78425AA
8158S/8168S BATTERIES RACK CHARGER	3BN78426AA
8158S/8168S LI-ION BATTERY PACK	3BN78427AA
81x8 CONFIGURATION CRADLE	3BN78414AA

## 9 Declaration of compliance

### EUROPE

This equipment is in compliance with the essential requirements and other relevant provisions of 2014/53/EU (RED) and RoHS directives 2011/65/EU and 2015/863 (RoHS).

Declaration of Conformity may be obtained from:

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

8168s WLAN Handset: this equipment offers also Bluetooth® Interface: frequency range 2402-2480 MHz, Radiated Power 3 dBm (2 mW).

### USA and Canada

FCC ID: BXZWH2

IC: 3724B-WH2

US: 9FVIPNANWH2

This device complies with Part 15 of the FCC rules and with Industry Canada license-exempt RSS standard(s).

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This device complies with Part 68 (HAC) of the FCC Rules and with CS03 (HAC) of Industry Canada.

### Exposure to Radio Frequency Signals


This device has been designed and manufactured not to exceed the SAR (Specific Absorption Rate) radio frequency power transmission limits established by the different countries concerned.

- EU/AU: the SAR value measured is equal to 0.855 W/kg (the globally accepted maximum limit being 2 W/kg over 10g).
- FCC/IC: the SAR value measured is equal to 1.586 W/kg (the globally accepted maximum limit being 1.6 W/kg over 1g).

### Privacy

Privacy of communications may not be ensured when using this device.

### Disposal

 The equipment must be returned to a collection point for electronic equipment waste disposal. Defective batteries must be returned to a collection point for chemical waste disposal.

### Related Documentation

Other languages for these Safety and Regulatory Instructions and User Documentation are available at the following Web site: <https://www.al-enterprise.com/products>.

**Restrictions for Wireless LANs (EU/EFTA and USA/Canada)**

Frequency band (GHz) and channel	Max power level (EIRP)	Indoor ONLY	Indoor and outdoor
2.400–2.4835, Ch 1–13	100 mW		x
5.150–5.350*, Ch 36–64	200 mW	x	
5.470–5.725*, Ch 100–140	1000 mW		x

\* **Dynamic Frequency Selection and Transmit Power Control are required in the 5.250–5.350 GHz and 5.470–5.725 GHz frequency range.**

**Additional National Restrictions**

Always consult local authorities for the latest status of National Regulations for both 2.400 and 5.000 GHz wireless LANs.

**Canada**

The 5.600–5.650 GHz frequency band is disabled for use.

**Denmark**

The 5.150–5.350 GHz frequency band is also allowed for outdoor usage.

**France**

The 2.454–2.4835 GHz frequency band is restricted to 10 mW EIRP when the product is used outdoors. See <http://www.arcep.fr/> for more details.

**Italy**

Operating wireless equipment requires a 'general authorization' unless it is operated within the boundaries of the owner's property. See <https://www.mise.gov.it/index.php/it/comunicazioni> for more details.

**Latvia**

The outdoor usage of the 2.400 GHz frequency band requires an authorization from the Electronic Communications Office. See <http://www.esd.lv/> for more details.

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Denmark, Estonia, Greece, Spain, Finland, France, Croatia, Hungary, Ireland, Italy, Lithuania, Luxembourg, Latvia, Malta, Netherlands, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia, United Kingdom, Switzerland, Iceland, Liechtenstein, Norway, Turkey: the device is restricted to indoor use only when operating in the 5150 to 5350 MHz frequency range.

[www.al-enterprise.com](http://www.al-enterprise.com)

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## Phone description



- ①
- Profile button<sup>(1) (2)</sup>: Adjusting audio functions (short press).
  - Multifunction button<sup>(3)</sup>: Used as a shortcut to functions with long- or double-press modes.
  - Alarm button<sup>(5)</sup>: Send a notification call to an alarm server (long press).

- ②
- 2.0 inch TFT color display with backlight.

- ③
- Answer the call.

- ④
- Switch off ringer.
  - Hang up.
  - Return to first screen.
  - Long press: switch on the phone / switch off the phone.
  - Access the phone local menu.

- ⑤
- Confirm.
  - Navigate.
  - Left, right, up and down keys are used to define shortcuts<sup>(3)</sup>.
  - Move the cursor into a text.

- ⑥
- Softkeys: Access various functions according to the configuration and the status of the handset.
  - In idle mode, the softkeys can be used for specific functions defined by the user of the handset<sup>(3)</sup>.

- ⑦
- Access the voicemail<sup>(3)</sup>.

- ⑧
- Long press: lock/unlock keypad.
  - Short press in text mode: Switch between lower case, upper case and numbers.

- ⑨
- Long press in idle state: access to the company directory<sup>(1) (2)</sup>.
  - Mute key<sup>(3)</sup> (in idle state): turn on/off audible signals.
  - Short press during incoming call (ringing): switch off ringer<sup>(3)</sup>.
  - Long press in conversation: activate/deactivate the mute feature<sup>(3)</sup>.

- ⑩
- Volume up key: increase the volume of ring tone during an incoming call (4 steps) or increase volume of loudspeaker during a conversation (8 steps).
  - Long press in conversation: loudspeaker<sup>(1) (2) (4)</sup>

- ⑪
- Volume down key: decrease the volume of ring tone during an incoming call (4 steps) or decrease volume of loudspeaker during a conversation (8 steps).
  - Mute key<sup>(1) (2)</sup>: long press during conversation.

- Mute key<sup>(3)</sup>:
  - In idle state: turn on/off audible signals.
  - Short press during incoming call (ringing): switch off ringer.
  - Short press during conversation: activate/deactivate the mute feature.
- Push-to-Talk key<sup>(1) (3) (4)</sup>: Used to activate the microphone during a PTT group call.

- ⑬
- Earpiece speaker.

- ⑭
- Microphone.

- ⑮
- 3.5 mm, 4-pole jack (TRRS standards: CTIA).

<sup>(1)</sup>: The feature is only available when the handset is connected to OmniPCX Enterprise (NOE mode).

<sup>(2)</sup>: The feature is only available when the handset is connected to OXO Connect (NOE mode).

<sup>(3)</sup>: The feature is only available when the handset is connected to an SIP System (SIP mode).

<sup>(4)</sup>: The feature is only available on the 8168s WLAN Handset.

<sup>(5)</sup>: This feature is only available when the handset is connected to OmniPCX Enterprise and depends on the system configuration. The feature is only available when the handset is connected to OmniPCX Enterprise and depends on the system configuration. The administrator is able to configure this button through the WinPDM tool and the OXE configuration menu (see TC2530). Contact your administrator for more information.

### Charging your telephone battery

Use only the following chargers (not provided): Rack Charger 8158S/8168S, Batteries Rack Charger 8158S/8168S.

It is important to fully charge your phone before using it for the first time.

Connect the charger and place the telephone in the charging holder. An animated battery icon, indicating ongoing charging, is displayed. A filled battery icon indicates a fully charged battery. Recharge your telephone battery regularly. The telephone can be on or off when recharging the battery. If the telephone is to remain unused or out of its charger for several weeks, remove the battery and store it separately.

The battery charging time is usually less than 3 hours.  
The charging time for the spare battery is usually 6 hours.

Status icons	
The status icons are displayed on the welcome screen and indicate the status of the telephone.	
	Battery charge level (  >  >  >  >  ).
	Radio reception quality.
	Programmed call-back time.
	New voice or text message, call back request, missed calls.
	The keypad is locked.
	Your phone is locked.
	Call diversion activated.
	Notification.
	Missed calls.
	Hands-free mode activated.
	Microphone off. During a PTT call, the microphone is silenced when the PTT button is released.
	Silent mode activated. Ringer disabled.
	Vibrate mode activated.
	Bluetooth® enabled.
	Bluetooth® headset connected.
	Corded headset connected.
	Profile activated.

MENU icons	
The MENU is accessible from the welcome screen by pressing the OK key. It provides access to all the functions available on your system. All icons are described in their unselected state.	
<b>Common menu</b>	
	Connections (system, Bluetooth®, headset). Access the connection settings (Bluetooth® connection, headset selection, network selection, and in-charger selection).
	Profile: Access profile (up to four different profiles can be added). The Normal profile is active by default.
	Settings:

	Access the general settings of the phone (key sound, economy mode, charger warning).	
<b>Additional menu in SIP mode</b>		
	Call log: Access the log of all incoming and outgoing calls. Call services are also listed. Call services are configured in the Device Manager.	
	Shortcuts: Define shortcuts for the softkeys, hotkeys, navigation keys, and the multifunction button.	
	Services: Access pre-programmed functions.	
	Messages: Consult and send voice and text messages.	
	Contacts: Manage your personal directory and access the company directory. Access to the company directory depends on your system. In addition, a company phonebook with up to 1000 entries can be downloaded to the phone using the Device Manager.	
<b>Call icons</b>		
	Incoming calls.	
	Call on hold.	
	Current call in conversation.	
<b>Features</b>		
Access the handset settings menu.		
Device information.		<i>Device info</i>
Adjusting the audio functions. Access the ringer and vibrate adjustment feature.		<i>Sound &amp; Alerts</i>
Adjusting your display.		<i>Display</i>
Access the handset profiles.		
Selecting language of connection, profiles and settings menus.		<i>Language</i>
Answer the call. Send the call.		
Switching between two outgoing calls.		
End the call.		
Calling your caller by name (company directory).	OXE	#* (long press)
	OXO	#* (long press)
	SIP	

Calling from your personal directory (PersSpDial). Programming your personal directory (PersSpDial).	OXE	<i>Menu → Personal directory</i>
	OXO	<i>Menu → Indiv. rep.</i>
	SIP	
Call log. Redialing.	OXE	<i>Menu → Redial list</i>
	OXO	<i>Menu → Redial list</i>
	SIP	
Consulting text messages. Sending text messages.	OXE	<i>Menu → Messaging → Text mail</i>
	OXO	<i>Menu → Message → Send TxtMsg</i>
	SIP	
Consulting your voice mailbox. Sending a recorded message to a number or a distribution list.	OXE	<i>Menu → Messaging → Voice mail</i>
	OXO	<i>Menu → Message → Voice</i>
	SIP	
Forwarding calls to another number (immediate forward). Diverting calls to your voice mailbox. Forwarding calls when your line is busy (forward if busy). Do not disturb. Cancelling all forwards.	OXE	<i>Menu → Forward</i>
	OXO	<i>Menu → Forward</i>
Modifying your personal code.	OXE	<i>Menu → Settings → Phone → Password</i>
	OXO	<i>Menu → Settings → Option → Password</i>
Selecting system language.	OXE	<i>Menu → Settings → Phone → Language</i>
	OXO	<i>Menu → Settings → Phone → Language</i>
Programming an appointment reminder.	OXE	<i>Menu → Appointment</i>
	OXO	<i>Menu → Appointment</i>
Locking your telephone.	OXE	<i>Menu → Lock</i>
	OXO	<i>Menu → Lock</i>
Locking the keypad.	SIP	
Configuring Bluetooth®. Installing a wired headset. Configure your phone during charging.		