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DECT 4025

Nortel DECT Handset 4025

User Guide



Revision history

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Standard 1.00. This document is issued to support Nortel Communication Server 1000 Release 4.0.

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Important safety information

Read the following information before using the Nortel DECT Handset 4025.



CAUTION

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

The CE symbol on the product certifies its conformity with the technical guidelines concerning user safety and electromagnetic compatibility valid at the time of approval in accordance with European directive No. 91\263\EEC.

This product complies with IP50, according to IEC 529/EN60 529. Use only in countries where authorized.



Sensitive electronic equipment

Any radio-based equipment can potentially cause interference with other equipment and can receive interference from other equipment. This potential also applies for DECT equipment. However, due to the very low transmission power used by DECT equipment, the risk of interference is very small.

Safety precautions

Observe the following



WARNING

Do not open the handset or charger. Doing so could expose you to high voltages. Have all repairs carried out by authorized service personnel.



CAUTION

- Do not allow the handset and charger to come into contact with water or chemicals.
- Do not allow the charger and the battery contacts to come into contact with conductive objects such as keys, paper clips, rings, or bracelets.
- This product contains magnetic material. Be aware that small metallic objects may stick (for example) to the loudspeaker. This may deteriorate the audio quality and can be harmful.



WARNING

Do not use the handset in a vehicle or hazardous location.



CAUTION

- Use only the plug-in AC adapter and battery type supplied.
- Ensure the adapter voltage is the same as the electrical outlet voltage.
- Do not use AC adapters that are visibly damaged (cracked or broken housing), and keep the ventilation slits on the AC adapters free of obstruction.

About the handset

The DECT Handset 4025 brings a high level of functionality to in-building mobile workers.

Basic features

The handset supports the following features:

- LED backlit display
- volume control
- loudspeaker for hands free calling
- soft keys (self-labeled) providing access to handset features
- two specialized fixed keys:
 - R (Recall) key
 - Info key
- three call processing fixed keys:
 - C (Cancel) key
 - Handsfree key
 - Hook key

Setting up the handset

Before you use the handset, it is important that you read the safety information and perform the following steps:

1. Install the charger.
2. Install the batteries.
3. Charge the batteries.
4. Subscribe the handset to the DECT system.

Installing the charger

Place the charger on a flat, even surface. To operate the charger, a mains connection is required. Ensure that the mains voltage matches the adapter mains voltage. Connect the charger to the mains connection.

1. Connect the cable on the plug-in AC adapter to the terminal on the bottom of the charger.
2. Plug the AC adapter into the mains socket outlet.



CAUTION

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

- water, moisture, or dampness
- sources of heat and direct sunlight
- devices that generate strong magnetic fields, electrical appliances, fluorescent lamps, computers, radios, televisions, or fax and telephone terminals



CAUTION

Do not install the charger, handset, and accessories in:

- areas where the handset can be covered, or in locations with poor ventilation
- areas where there is excessive dust and areas subject to vibration, shock, or extreme temperature fluctuations



CAUTION

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

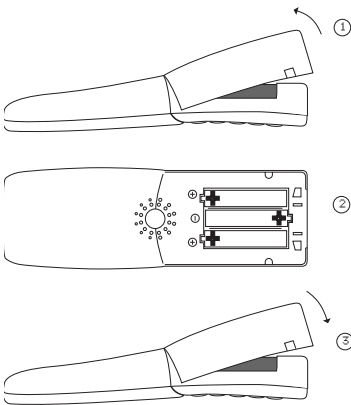
Your handset is operational only after the batteries have been charged. You can then use the handset to make and receive calls.

Installing the batteries

The battery compartment is on the back of the handset. It takes the three type AAA batteries that are supplied. Please refer to “Important battery information” on page 15.

Figure 1 illustrates how to insert batteries in the DECT Handset 4025.

Figure 1: Inserting the batteries



1. Insert a small item, such as the top of a ballpoint pen, into the hole at the bottom of the compartment cover. Push in and lift the cover at the same time, as shown in Figure 1.
2. Insert the batteries in the battery compartment, taking care to observe the correct polarity. Make sure that the + - poles of the batteries correspond to the + - markings in the battery compartment.
3. Replace the cover by placing it on the compartment at a slight angle and pressing it down until it clicks into place.

Important battery information

Heat or cold reduces the performance and service life of the batteries. It is possible that a handset with hot or cold batteries can be temporarily out of operation even if the batteries are fully charged.

**WARNING**

Do not dispose of the batteries in a fire. Recycle or dispose of batteries in accordance with local regulations.

**WARNING**

Do not replace the batteries in potentially explosive environments, such as rooms where flammable liquids or gases are present.

**CAUTION**

Do not charge the batteries unless you use the supplied charger and the proper batteries.

Charging the batteries

Place the handset in the charger.

**CAUTION**

Use only rechargeable AAA NiMH batteries of typical 800 mAh, 1.2 V.

**CAUTION**

The batteries can become hot during the first charge cycle.



CAUTION

Avoid placing the handset in the charger when fully-charged batteries have been removed from the handset and inserted again. They can become overcharged.

Charging guidelines

- Charge the batteries for at least six to seven hours before using the handset for the first time. This protective measure extends the service life of the batteries.
- The maximum power output is attained only after three to five charging and discharging cycles.
- Do not leave the handset connected to the charger longer than one month without using.
- The batteries can be charged and discharged hundreds of times, but eventually they will be worn out. If the operating time (that is, talk and standby time) is significantly shorter than usual, it is time to replace the batteries.
- To maintain optimum operating time, the batteries should be discharged from time to time by not placing the handset in the charger but leaving it switched on until it switches itself off. Use only this method to discharge the batteries.
- Extreme temperatures influence the charging capability of the batteries.

Operating times

- Empty batteries require six to seven hours to fully charge.
- When a fully-charged handset is switched off, it discharges in approximately one week.
- When batteries are fully charged, the handset has approximately 20 hours of talk time or approximately 200 hours of standby time.






Charge display

The handset display screen shows the battery charge status. When the battery capacity is almost exhausted, an alert tone sounds in the form of

three short “beep” signals (only during a call). This indicates that approximately five minutes of talk time remains.

See Figure 2 for battery charge status definitions.

Figure 2: Battery charge status

	Fully charged - 75 to 100%
	Partially charged - 50 to 74%
	Partially charged - 25 to 49%
	Partially charged- 0 to 24%
	Batteries are empty. An alert tone sounds and the icon (frame) flashes.

Note: When new batteries are inserted, a charge status icon does not display until a complete charge cycle has occurred. However, when partially charged batteries are inserted, then the charge status icon displays immediately.

Subscribing the handset to a DECT system

The handset must be subscribed to at least one DECT system before it can be used.

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

- PABX-PIN — this code is used to access the DECT system
- DECT system name
- local phone number assigned to your DECT handset
- PARK-Code (a PARK-Code system ID that should be used only if more than one DECT system overlaps in your location)

Setting up the handset

In order to carry out the following steps, you need to be familiar with the use of the handset controls; see “Handset controls” on page 20.

Menu

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



System

2. Press the **arrow** keys to scroll and highlight the **System** option.

OK

3. Press the **OK** soft key.



Subscription

4. Press the **arrow** keys to scroll and highlight the **Subscription** option.

OK

5. Press the **OK** soft key.



Subscribe HS

6. Press the **arrow** keys to scroll and highlight the **Subscribe HS** option.

OK

7. Press the **OK** soft key.



PABX-PIN

8. Use the keypad to enter the authentication code at the **PABX PIN** prompt and press the **OK** soft key.

Note: The PABX PIN is required to access the DECT system.

9. Choose one of the following three options:



Cancel

- press the **arrow** keys to scroll and highlight the **Cancel** option.



Subscribe

- if you are at a location where there is only one DECT system, press the **arrow** keys to scroll and highlight the **Subscribe** option.



Use Park-Code



- if you are at a location where two DECT systems overlap, press the **arrow** keys to scroll and highlight the **Use PARK-Code** option, and use the keypad to enter a system ID.

Note 1: A system ID should only be entered if you are at a location where two DECT systems overlap.

Note 2: The handset can be operated with a maximum of five DECT systems.

OK

10. Press the **OK** soft key.



OK

11. Use the keypad to enter the System Name at the **Enter name** prompt and press the **OK** soft key.



OK

12. Use the keypad to enter the phone number assigned to your handset at the **Internal No.** prompt and press the **OK** soft key.

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

Handset controls

This section will help you become familiar with the following:

- “Keys and display” on page 22
- “Icon/text line” on page 22
- “Text line” on page 23
- “Handset illumination” on page 26
- “Handset illumination” on page 26
- “Key Lock” on page 26

See Figure 3 for an illustration of the handset layout.

Figure 3: DECT Handset 4025



Use the **C (Cancel)** key to:

- power On/Off
- delete characters or entire entries
- edit characters



Use the **R** (Recall) key to:

- place an Emergency/SOS call
- place a call on hold
- retrieve a call on hold
- transfer a call
- set up a conference call



Use the **Hook** key to:

- make a call
- answer a call
- end a call



Use the **Info** key to:

- access the Caller List
- access Voice Mail



Press the **Speaker** key to activate handsfree.



Use the soft keys to control handset functions and features.



Press the **arrow** (up/down) keys to select menu items and to access the Telephone Book.

Switching the handset on/off



- Switch the handset ON by pressing **C** for more than one second, or place the handset in the charger.
- Switch the handset OFF by pressing **C** for more than one second when it is in an idle state.

Keys and display

The handset has three major display areas:











- Icon/text line
- Text line
- soft key line

Icon/text line

The function of this line changes as follows:

- During a telephone call or while in idle mode, the Icon/text line displays the current status of the handset.
- When using the menus, the Icon/text line displays the name of the active menu.
- When the handset is in an idle state, this line is replaced with an icon line, which displays various handset status symbols as shown in Table 1 on page 23.

Table 1: Symbols indicating handset status

Symbol	Status
	Ringer deactivated
	At least 2 bars: Good radio link
	On: Handset has a connection Flashing: Handset has an incoming call
	On: Handsfree is activated
	Flashing: Voice message waiting indication
	Steady: Microphone is muted
	Charge status of the batteries
	Steady: Keypad is locked

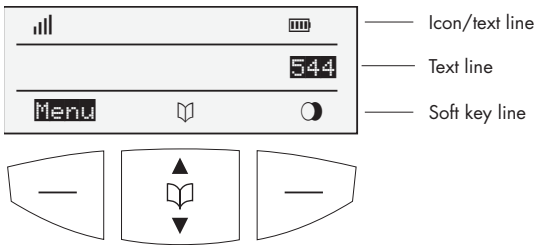
Text line

The middle line of the display provides information which varies with the current state of the handset.

Soft key line

Soft keys are located below the handset display screen. The functions allocated to the keys are shown on the bottom line of the display, as illustrated in Figure 4. The key functions change automatically according to the operation state of the handset.

Figure 4: Soft key line



Menu

Use the Menu soft key to access the Menu list.



Use the Telephone Book soft key to access the Telephone Book.



Use the Redial soft key to access the Redial List.

OK soft key

Use the **OK** soft key to confirm the selected function. The **OK** soft key is used to switch between two options in a function. In the display area, only active settings are indicated by a check mark (✓).

Options soft key

Use the **Options** soft key to perform actions on the selected item in the current menu.

Esc soft key

Use the **Esc** soft key to quit the current menu selection. The selection of the previous menu branch or the current idle/connection display is shown. Press the **Esc** soft key for approximately two seconds to quit the present menu and return to the idle display.

Arrow soft keys

Symbols displayed above the arrow keys (up and down keys) identify the respective functionality of the arrow keys.



If continuous text is displayed (such as a message), the text can be scrolled up/down using the arrow keys.



When a selection list (such as Telephone Book of Menu) is displayed, the arrow keys move the cursor to the desired entry.



When entering telephone numbers and names, move the cursor keys left or right using the arrow keys.

Handset illumination

The display is automatically illuminated when there is an incoming call or a key is pressed. The display illumination automatically switches off after ten seconds if no key is pressed.

Key Lock

Use the Key Lock feature to disable key input and prevent any accidental operation.

Turning on Key Lock:

Menu

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



2. Press the **#** key.

Turning off Key Lock:

OFF

1. Press the **OFF** soft key.



2. Press the **#** key.

Calling features

This section explains:

- “Making a call” on page 27
- “Answering a call” on page 29
- “Muting the ringer” on page 29
- “Changing settings during a call” on page 29
- “Transferring a call” on page 30

Making a call

Choose one of these options to make a call:

Dialing



1. Press the **Hook** key.



2. Use the keypad to enter the phone number.

Using the Pre-Dial option



1. Use the keypad to enter the phone number.



2. Press the **Hook** key.

Note: Long press the # key to insert P (for pause) when entering a number in pre-dial mode.

Using Quick Call

Use the Quick Call feature to place calls by dialing a one-digit code.



Press the number key assigned to the phone number and hold it down for a second or two while the handset is idle.

Using Handsfree

To enable several people in a room to listen to a call, the handset includes a Handsfree feature.




1. Press the **Speaker** key to activate Handsfree.



2. Use the keypad to enter the phone number.



3. Press the **Speaker** key to end the call.

Note: When the Handsfree function is active, the hook icon is replaced by the loudspeaker icon – .

For best results:

- Place the handset upright on a smooth, flat surface, leaving the loudspeaker and microphone free of obstruction.
- Keep approximately 0.5 metres away from the handset when speaking.

Making an SOS call


This handset can be used to make emergency calls to a specific telephone number.



Press and hold the **R** key for more than two seconds to dial the SOS number.

To store an SOS number, see “Setting the Emergency Call SOS number” on page 52.

Answering a call

When the ringer sounds and the call alert  symbol flashes, there is an incoming call.



- Press the **Hook** key to answer the call.

Note: If Charger Answer is enabled, and the handset is in the charger, answer a call by lifting the handset off the charger.

Reject

- Press the **Reject** soft key to reject the incoming call.

Muting the ringer

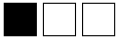
Silence

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

Changing settings during a call

During a call, you can adjust the earpiece/speaker volume and mute the handset.

Adjusting the earpiece/speaker volume



During a call, you can change the volume of the earpiece or speaker with the arrow keys. When the minimum or maximum volume is reached, a beep sounds. A bar in the display increases or decreases to indicate the actual volume setting.

Muting the handset during a call

Mute

- Press the **Mute** soft key to deactivate the microphone of your handset.

Unmute

- Press the **Unmute** soft key to activate the microphone again.

Transferring a call

Use this option to consult another caller during a connection (enquiry call).



1. Press the **R (Recall)** key to hold the first call.



2. Use the keypad to dial the phone number of the party to whom you are transferring the call.



3. Press the **R** key to switch back to the first caller.


Note: You can use the **R** key to speak to the two callers in an alternating fashion.




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

Using Voice Mail

Use the Voice Mail feature to listen to voice messages left by calling parties. New voice messages are indicated by:

- The  (Voice Mail) symbol flashes on the display screen (the symbol disappears after the voice message is played).
- **Voice Message** is displayed on the display screen.

Note: When the handset is switched OFF, or is out of the coverage zone, the Info and Loudspeaker keys flash and the  (Voice Mail) symbol appears when the handset is turned ON, or re-enters the coverage zone.

For automated access to your voice messages, Nortel recommends you preconfigure the following:

- Voice Mail access number
- voice box number
- voice box password

Preconfiguring Voice Mail

Use this option to preconfigure the handset to automatically dial the Voice Mail access number, and automatically enter your voice box number and password.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.
2. Press the **arrow** keys to scroll and highlight the **Voice Box** option.



Voice Box

OK

3. Press the **OK** soft key.



4. Use the keypad to enter the following:
 - a. Voice Mail access number
 - b. P (long pause) — hold down “#” key for longer than 2 seconds
 - c. voice box number
 - d. A small icon of a hash symbol (#) inside a speech bubble.
 - e. voice box password (optional) followed by A small icon of a hash symbol (#) inside a speech bubble.

OK

5. Press the **OK** soft key.

Accessing Voice Mail

Use this option to automatically access voice mail messages using a preconfigured Voice Mail access number, voice box number, and password.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Voice Box

2. Press the **arrow** keys to scroll and highlight the **Voice Box** option.

OK



3. Choose one of the following:

- Press the **OK** soft key.
- Press the **Hook** key.

The Voice Mail access number is automatically dialed, and your voice box number and password are automatically entered.

Note: Press the **Esc** key at any time to abort this procedure.

Using the Telephone Book

Use the **Telephone Book** menu for the following:

- “Adding a new entry” on page 36
- “Editing an entry” on page 36
- “Deleting an entry” on page 38
- “Assigning a Quick Call number” on page 39
- “Deleting a Quick Call assignment” on page 40

The Telephone Book allows you to store a maximum of 50 phone numbers and names, which can be searched alphabetically. The following restrictions apply:

- Each entry must have a unique name.
- A telephone number can be stored more than once if a different name is used each time.
- Each entry can have a maximum of 16 characters in the name, and a maximum of 32 digits in the telephone number. However, when viewing an entry, only 14 characters of the name are visible.
- A dashed line indicates the beginning and end of the Telephone Book list.
- If a call is received from a caller whose number is in the Telephone Book, then the caller’s name appears on the display.

Keypad layout

Use the keypad to:

- enter a telephone number
- add or edit Telephone Book entries
- create or edit text messages


To enter a character, press a key from 0 to 9. For example, press the 4 key twice to enter the character H. Press  to toggle between upper- and lowercase letters. See Table 2 for handset keypad references.

Table 2: Handset keypad reference

Keypad	Alphabet equivalent	
1	? ! 1 - + * / = () % ¿ i	? ! 1 - + * / = () % ¿ i
2	A B C 2 Ä Å À Á Æ Ç	a b c 2 ä å à á æ ç
3	D E F 3 È Ê É Ë	d e f 3 è ê é ë
4	G H I 4 Ï Î Ï	g h i 4 ï î ï
5	J K L 5	j k l 5
6	M N O 6 Ö Ò Ó Ô Õ Ø	m n o 6 ö ò ó ô õ ø
7	P Q R S 7 ß	p q r s 7 ß
8	T U V 8 Ü Û Ú Û	t u v 8 ü ù ú û
9	W X Y Z 9	w x y z 9
0	(space) , . 0 : ; _ “ ‘ ^ ~	(space) , . 0 : ; _ “ ‘ ^ ~
*	A -> a	a -> A
#	# @ € \$ £ ¥ § < > { } []	# @ € \$ £ ¥ § < > { } []

Note: While entering characters, the first display line shows all characters assigned to the key. The actual position is marked by the > < symbols.

Adding a new entry



1. Press the **Telephone Book** soft key.



New Entry

2. Press the **arrow** keys to scroll and highlight the **New Entry** option.

OK

3. Press the **OK** soft key.



4. Use the keypad to enter the phone number.

OK

5. Press the **OK** soft key.



6. Use the keypad to enter the name.

OK

7. Press the **OK** soft key.

Editing an entry



1. Press the **Telephone Book** soft key.



2. Press the **arrow** keys to scroll and highlight the entry you wish to edit.

Options

3. Press the **Options** soft key.



Edit.

4. Press the **arrow** keys to scroll and highlight the **Edit** option.

OK

5. Press the **OK** soft key.



6. To delete the phone number, either:
 - Short press the **C (Cancel)** key to delete the individual digits from the number.
 - Long press the **C** key to delete the entire number.

Note: Move the cursor to the beginning or end of the entry using the **arrow** (◀▶) keys.

Note: Press **Esc** if you do not wish to change a phone number or a name.



7. Use the keypad to enter the new number.

OK

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



9. To delete the old name, either:
 - Short press the **C** key to delete the individual letters from the name.
 - Long press the **C** key to delete the entire name.

Note: Move the cursor to the beginning or end of the entry using the **arrow** (◀▶) keys.

Note: Press **Esc** if you do not wish to change a phone number or a name.



10. Use the keypad to enter the new name.

OK

11. Press the **OK** soft key.

Deleting an entry



1. Press the **Telephone Book** soft key.



2. Press the **arrow** keys to scroll and highlight the entry you wish to delete.

Options

3. Press the **Options** soft key.



4. Press the **arrow** keys to scroll and highlight the **Delete** option.

Delete

OK

5. Press the **OK** soft key.

Deleting all entries

To delete all entries from the Telephone Book, see “Clearing the Telephone Book” on page 64.

Using Quick Call

Use the Quick Call feature to place calls by dialing a one-digit code. You can store a maximum of nine Quick Call numbers, one each for the nine keys on the keypad. Quick Call numbers are assigned to phone numbers already stored in the Telephone Book. To learn how to make a call using Quick Call, see “Using Quick Call” on page 28.

Assigning a Quick Call number



1. Press the **Telephone Book** soft key.



2. Press the **arrow** keys to scroll and highlight the entry to which you wish to assign a Quick Call number.

Options

3. Press the **Options** soft key.



Quick Call

4. Press the **arrow** keys to scroll and highlight the **Quick Call** option.

OK

5. Press the **OK** soft key.



6. Assign a Quick Key by entering a one-digit number from 1 to 9 as your quick call number.

OK

7. Press the **OK** soft key.

Note: The **Telephone Book** entry shows the assigned **Quick Call** number in front of the name.

Deleting a Quick Call assignment



1. Press the **Telephone Book** soft key.



2. Press the **arrow** keys to scroll and highlight the entry to which you wish to assign a Quick Call number.

Options

3. Press the **Options** soft key.



Quick Call

4. Press the **arrow** keys to scroll and highlight the **Quick Call** option.

OK

5. Press the **OK** soft key.



Delete

6. Press the **arrow** keys to scroll and highlight the **Delete** option.

OK

7. Press the **OK** soft key.



8. Use the keypad to enter the Quick Call number you wish to delete.

OK

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

Transferring phone numbers to the Telephone Book

Every number in the Redial List and Caller List can be transferred to the Telephone Book. For more information, see:

- “Transferring a number to the Telephone Book” on page 42 to transfer a number from the Redial List.
- “Transferring a number to the Telephone Book” on page 45 to transfer a number from the Callers List.

Using the Redial List

The Redial List stores the last ten internal and external parties dialed.

Use the Redial List to:

- dial a number from the Redial list
- transfer numbers to the Telephone Book

Dialing a number from the Redial List



1. Press the **Redial** soft key.



2. Press the **arrow** keys to scroll and highlight a telephone number.



3. Press the **Hook** key.

Transferring a number to the Telephone Book

Use this option to transfer any number from the Redial List to the Telephone Book, where the number is treated as a new entry.



1. Press the **Redial** soft key.



2. Press the **arrow** keys to scroll and highlight a telephone number.

Options

3. Press the **Options** soft key.

Add To

4. Press the **arrow** keys to scroll and highlight the **Add to** option.

OK

5. Press the **OK** soft key.

Telephone Book

6. Press the **arrow** keys to scroll and highlight the **Telephone Book** option.

OK

7. Press the **OK** soft key.

Using the Caller List

The Caller List automatically stores a maximum of 20 accepted or missed calls. After 20 entries are stored in the Caller List, each additional call overwrites the oldest entry.

Use the Caller List to:

- call a number from the Callers List
- transfer numbers to the Telephone Book

The following are features of the Caller List:

- When a call has not been answered, the text “Missed Calls” is shown in the display.
- When a call back is successfully executed for a Caller List entry, the entry is removed from the Caller List.
- When an incoming call is from a caller who is listed in the Telephone Book, the name is displayed in the Caller List.

Table 3 defines symbols that appear in front of Caller List entries to indicate the type of call.

Table 3: Caller List symbols

Symbol	Type of call
→	Missed call
✓	Accepted call
↶	Rejected call

Calling a number from the Caller List



1. Press the **Info** soft key.

Caller List

2. Press the **arrow** keys to scroll and highlight the **Caller List** option.

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to scroll and highlight a telephone number.



5. Press the **Hook** key to dial the number.

Transferring a number to the Telephone Book

Use this option to transfer any number from the Caller List to the Telephone Book, where the number is treated as a new entry.



1. Press the **Info** soft key.



2. Press the **arrow** keys to scroll and highlight the **Caller List** option.

Caller List

OK

3. Press the **OK** soft key.

Options

4. Press the **Options** soft key.



Add To

5. Press the **arrow** keys to scroll and highlight the **Add to** option.

OK

6. Press the **OK** soft key.



Telephone Book

7. Press the **arrow** keys to scroll and highlight the **Telephone Book** option.

OK

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

Audio settings

You can configure the audio preferences with the following options:

- “Adjusting the ringer volume” on page 47
- “Selecting the ringer melody” on page 47
- “Setting earpiece/speaker volume” on page 49

Adjusting the ringer volume

Menu

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



Ringer Settings

2. Press the **arrow** keys to scroll and highlight the **Ringer Settings** option.

OK

3. Press the **OK** soft key.



Volume Settings

4. Press the **arrow** keys to scroll and highlight the **Volume Settings** option.

OK

5. Press the **OK** soft key.

Selecting the ringer melody

Menu

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



Ringer Settings

2. Press the **arrow** keys to scroll and highlight the **Ringer Settings** option.

OK

3. Press the **OK** soft key.



Melody

4. Press the **arrow** keys to scroll and highlight the **Melody** option.

OK

5. Press the **OK** soft key.



Incoming Calls

6. Press the **arrow** keys to scroll and highlight the **Incoming Calls** option.



Incoming CallsX

7. Press the **arrow** keys to scroll and highlight the **Incoming CallsX** option.

OK

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

Setting earpiece/speaker volume

Use the **Volume Settings** menu option to set the volume for the speaker or the earpiece.

Menu

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



2. Press the **arrow** keys to scroll and highlight one of the following:

Earpiece

— **Earpiece**

Handsfree

— **Handsfree**

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to increase or decrease the volume.

Note: Alternatively, change the voice volume in 7 increments using digits 1 through 7 on the keypad (☎).

OK

5. Press the **OK** soft key.

Telephone Options

Use the **Telephone Options** menu to perform the following:

- “Setting the User Name” on page 51
- “Selecting the handset language” on page 51
- “Setting the Emergency Call SOS number” on page 52
- “Configuring Attention Tones” on page 53
- “Activating/deactivating Charger Answer” on page 54
- “Activating/deactivating Silent Charging” on page 55
- “Adjusting Display Contrast” on page 55

Accessing the Telephone Options menu

Menu

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



2. Press the **arrow** keys to scroll and highlight the **Telephone Options** option.

Telephone Options

OK

3. Press the **OK** soft key.

Setting the User Name

Use the **User Name** option to store a name which appears on the idle display. The name can consist of a maximum 12 characters. For help on using the keypad to enter characters, see “Keypad layout” on page 34.



User Name

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.

2. Press the **arrow** keys to scroll and highlight the **User Name** option.

OK

3. Press the **OK** soft key.



4. Use the key pad to enter the user name.

OK

5. Press the **OK** soft key.

Selecting the handset language

Use the **Language** option to set the display language. You can select from 12 different languages.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Language

2. Press the **arrow** keys to scroll and highlight the **Language** option.

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to scroll and highlight the language you wish to use.

OK

5. Press the **OK** soft key.

Setting the Emergency Call SOS number

Use the Emergency Call SOS option to store a number that can be dialed in the event of an emergency. To learn how to dial the emergency number, see “Making an SOS call” on page 29.

1. Access the **Telephone Options** menu as shown in “Accessing the Telephone Options menu” on page 50.



2. Press the **arrow** keys to scroll and highlight the **Emergency Call** option.

Emergency Call

OK

3. Press the **OK** soft key.



4. Use the keypad to enter the **SOS** number.

Options

5. Press the **Options** soft key.



Save

6. Press the **arrow** keys to scroll and highlight the **Save** option.

OK

7. Press the **OK** soft key.

Configuring Attention Tones

Use the Attention Tones option to configure the handset to emit an acoustic warning when:

- a key is pressed (Key click)
- a setting is confirmed (Confirm tones)
- the end of a menu is displayed (End of menu)
- the battery charge is too low (Battery alarm)
- there is a danger of losing the radio link (Coverage warning)

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Attention Tones

2. Press the **arrow** keys to scroll and highlight the **Attention Tones** option.

OK

3. Press the **OK** soft key.



Key Click

Coverage Warn

Battery Alarm

Confirm Tones

End of Menu

4. Press the **arrow** keys to scroll and highlight one of the following:

- Key click
- Coverage warning
- Battery alarm
- Confirm tones
- End of menu

OK

5. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.

Activating/deactivating Charger Answer

Activate Charger Answer if you wish to be able to answer incoming calls by lifting the handset out of the charger. The call is ended when the handset is returned to the charger.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Charger Answer

2. Press the **arrow** keys to scroll and highlight the **Charger Answer** option.

OK

3. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated.

Activating/deactivating Silent Charging

Use the Silent Charging option to automatically turn off the ringer while the handset is charging.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Silent Charging

2. Press the **arrow** keys to scroll and highlight the **Silent Charging** option.

OK

3. Press the **OK** soft key.

Note: A check mark indicates the selected option is activated. The first display line shows “Silent Charging” when the handset is placed in the charger.

Adjusting Display Contrast

Use the Display Contrast option to adjust the display contrast.

1. Access the **Telephone Options** menu as described in “Accessing the Telephone Options menu” on page 50.



Disp. Contrast

2. Press the **arrow** keys to scroll and highlight the **Disp. Contrast** option.

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to increase or decrease the display contrast.

OK

5. Press the **OK** soft key.

System

Before you can make a telephone call using the DECT handset, the handset must be subscribed to a DECT system. The handset can be operated with a maximum of five DECT systems.

Note: When the handset is not yet subscribed to the system, the display shows “Please, subscribe”.

Use the **System** menu to perform the following:

- “Manually selecting the DECT system” on page 58
- “Enabling automatic DECT system selection” on page 58
- “Deleting a system” on page 60
- “Editing the system name and phone number” on page 61

In order to carry out the following steps, you need to be familiar with the use of the handset controls; see “Handset controls” on page 20.

Accessing the System menu



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




2. Press the **arrow** keys to scroll and highlight the **System** option.



3. Press the **OK** soft key.

Subscribing the handset

See “Subscribing the handset to a DECT system” on page 17.

Manually selecting the DECT system

If the handset has been subscribed to several DECT systems, use this option to select which system the handset will use.

1. Access the **System** menu as shown in “Accessing the System menu” on page 57.



Subscription

2. Press the **arrow** keys to scroll and highlight the **Subscription** option.

OK

3. Press the **OK** soft key.



Options

4. Press the **arrow** keys to scroll and highlight the system name.

5. Press the **Options** soft key.



Select

6. Press the **arrow** keys to scroll and highlight the **Select** option.

OK

7. Press the **OK** soft key.

Note: A check mark indicates the selected system is activated.

Enabling automatic DECT system selection

If you have subscribed your handset to several DECT systems and the auto search function is enabled, the handset automatically selects one of the systems. As a result, your handset is automatically “logged-in” to another of your subscribed DECT systems as soon as you move out of

the effective range of the current system. This function is disabled if a specific system is selected using the option “Manually selecting the DECT system” on page 58.

1. Access the **System** menu as shown in “Accessing the System menu” on page 57.



Subscription

2. Press the **arrow** keys to scroll and highlight the **Subscription** option.

OK

3. Press the **OK** soft key.



Auto Search

4. Press the **arrow** keys to scroll and highlight the **Auto Search** option.

OK

5. Press the **OK** soft key.

Deleting a system

Use this function to remove a DECT system registration from your handset.

Note: Be careful when deleting DECT systems from the handset. The handset must be subscribed to at least one DECT system or it will not work.

1. Access the **System** menu as shown in “Accessing the System menu” on page 57.



Subscription

2. Press the **arrow** keys to scroll and highlight the **Subscription** option.

OK

3. Press the **OK** soft key.



4. Press the **arrow** keys to scroll and highlight the system name.

Options

5. Press the **Options** soft key.



Delete

6. Press the **arrow** keys to scroll and highlight the **Delete** option.

Yes

7. At the **Sure?** prompt, choose one of the following:

- Press the **Yes** soft key to delete the selected DECT system.

No

- Press the **No** soft key to cancel changes.

Editing the system name and phone number

Use this option to change the system name or phone number on the handset:

1. Access the **System** menu as shown in “Accessing the System menu” on page 57.



Subscription

2. Press the **arrow** keys to scroll and highlight the **Subscription** option.

OK

3. Press the **OK** soft key.



Options

4. Press the **arrow** keys to scroll and highlight the system name.

5. Press the **Options** soft key.



Edit

6. Press the **arrow** keys to scroll and highlight the **Edit** option.

OK

7. Press the **OK** soft key.



8. Use the keypad to enter the new system name.

OK

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



10. Use the keypad to enter the new local phone number.

OK

11. Press the **OK** soft key.

Security functions

The security functions are protected by a four-digit Personal Identification Number (PIN). The PIN is needed only when the Read-Only option is switched on.

Use the **Security** menu for the following:

- “Resetting the handset” on page 64
- “Clearing the Telephone Book” on page 64
- “Changing the PIN” on page 65
- “Activating Read-Only” on page 66

If you have forgotten your PIN, contact your system administrator.

Accessing the Security menu



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




2. Press the **arrow** keys to scroll and highlight the **Security** option.



3. Press the **OK** soft key.



4. Use the keypad to enter the PIN.

Note: In the delivery state the PIN is set to 0000. For additional security, **** is displayed when entering the PIN.

OK

5. Press the **OK** soft key.

Resetting the handset

Use Handset Reset to return all settings to the delivery state, with the exception of the Telephone Book, the PIN and system registrations.

1. Access the **Security** menu as shown in “Accessing the Security menu” on page 63.



Default Settings

2. Press the **arrow** keys to scroll and highlight the **Default Setting** option.

OK

3. Press the **OK** soft key.

4. At the **Sure?** prompt, choose one of the following:

Yes

- Press the **Yes** soft key to Reset the handset.

No

- Press the **No** soft key to cancel changes.

Clearing the Telephone Book

Use this option to permanently delete all telephone entries.

1. Access the **Security** menu as shown in “Accessing the Security menu” on page 63.



Clear Phonebook

2. Press the **arrow** keys to scroll and highlight the **Clear Phonebook** option.

OK

3. Press the **OK** soft key.

4. At the **Sure?** prompt, choose one of the following:

Yes

- Press the **Yes** soft key to clear the Telephone Book.

No

- Press the **No** soft key to cancel changes.

Changing the PIN

Use the **Change PIN** option to reset the pin to a number you will remember. The numbers you enter are displayed as ****. For additional security, the new PIN must be entered twice.

1. Access the **Security** menu as shown in “Accessing the Security menu” on page 63.



Change PIN

2. Press the **arrow** keys to scroll and highlight the **Change PIN** option.

OK

3. Press the **OK** soft key.



4. Use the keypad to enter the old PIN.

OK

5. Press the **OK** soft key.



6. Use the keypad to enter the new PIN.

OK

7. Press the **OK** soft key.



8. Use the keypad to re-enter the new PIN.

OK

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

Activating Read-Only

Activating the Read-Only option prevents other users from making changes to the handset settings. All menu functions are activated, but personal settings are protected.

1. Access the **Security** menu as shown in “Accessing the Security menu” on page 63.



Read-Only

2. Press the **arrow** keys to scroll and highlight the **Read-Only** option.

OK

3. Press the **OK** soft key.

4. At the **Sure?** prompt, choose one of the following:

Yes

- Press the **Yes** soft key to activate Read-Only.

No

- Press the **No** soft key to cancel changes.

Accessories

Table 4 lists accessories that are available for the DECT Handset 4025.

Table 4: Accessories

Item	Order Code
4025 Carry Case	N0010676
Desk Top Charger	A0541122
Charger Rack	A0541124
Belt Clip	A0541133

Terms you should know

Off-hook

Any line that is selected to either make a call or receive an incoming call. The term *off-hook* is applied, regardless of whether the user actually (a) lifts the handset, (b) presses a line key, (c) the call is automatically answered at the set, or (d) a line is automatically selected for an outgoing call.

Handsfree

A method of conversing with the party on the other end of the line without lifting your handset.

Off-hook

Any line selected to make a call or receive an incoming call. The term *off-hook* is applied whether (a) the end-user lifts up the handset, (b) the end-user presses a line key, (c) the call is automatically answered at the set, or (d) a line is automatically selected for an outgoing call.

Soft keys (self-labeled)

A set of keys programmed by your system administrator. These keys are located directly below the display area, and have four programmable layers. The layers are accessed through the **More...** key. These keys are also used to configure parameters in the **Telephone Option** menu.

User Interface

Screen displays that interact with the user as a result of an action or event.

Quick Call

A telephone number programmed to a single Quick Call key for one-touch dialing.

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Nortel Communication Server 1000

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User Guide

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