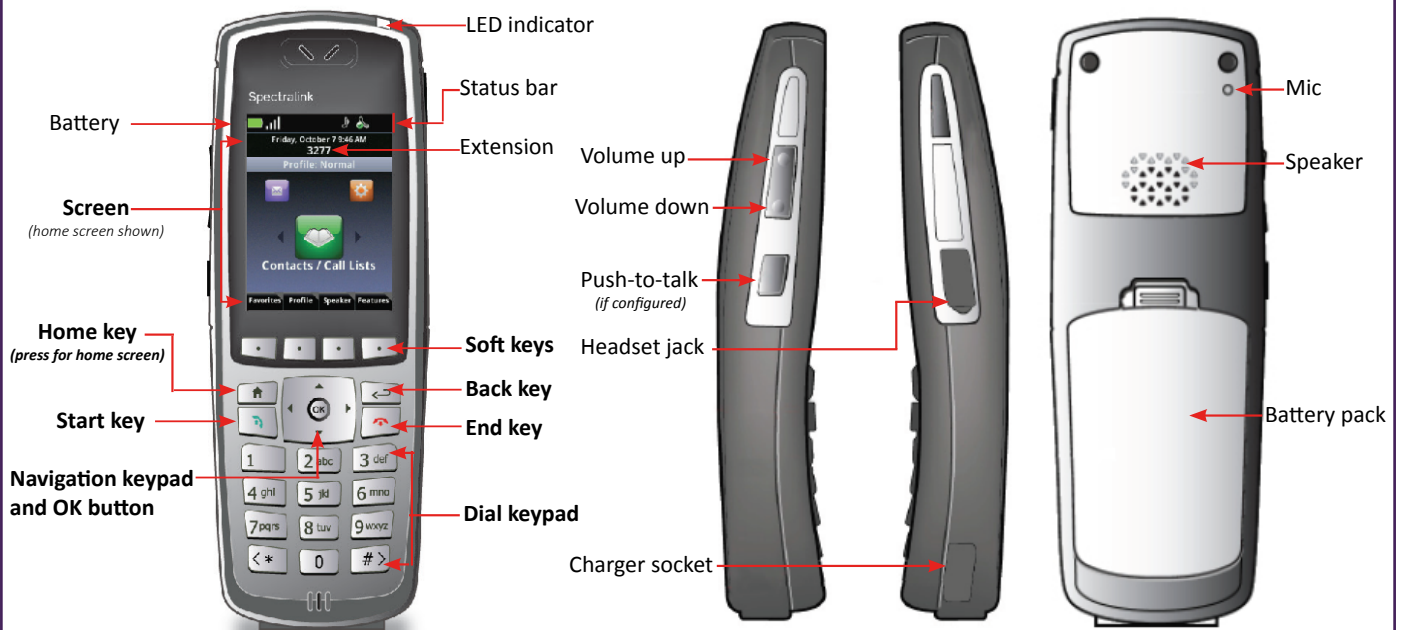


User Guide

Spectralink 8440 Wireless Handset

For assistance contact the Telephone Helpline on Extension 51000



KEY FEATURES

TURN HANDSET ON/OFF

Hold down the **End key** for about two seconds to turn the handset on/off.

MAKE A CALL

Enter the number using the **Dial keypad** and press the **Start key** to make a call.

ANSWER A CALL


To **answer** a call > Press the **Start key**
To **end** a call > Press the **End key**

CALL HOLD/RESUME

During an active call the **Hold** soft key appears at the bottom left of the screen.

Select the **Hold** soft key to place the call on hold.
Select the **Resume** soft key to resume the call.

CHECK VOICEMAIL

If you have voicemail enabled, when you have a new unheard voicemail, the LED indicator will flash and your handset will display the voicemail icon  in the Status Bar.

To access your voicemail:

Enter **51122** using the **Dial keypad** and press the **Start key** >
When prompted, enter your voicemail **security code** >
Follow the voicemail prompts to listen to messages.

or

From the Home screen rotate the **Messages** icon to the front using the **Navigation keypad** (See over page) and press the **OK** button > Select **VoiceMail** by pressing the **OK** button > When prompted, enter your voicemail security code > Follow the Voicemail prompts to listen to messages.

CALL FORWARD: BUSY/NO ANSWER and ALL

Call Forward Busy/No Answer

(forward calls when your extension is busy or no answer)

Enter access code ***2** > followed by **destination number** >
Press the **Start key** > Once you hear a constant tone, press the **End key**.

To cancel:

Enter access code **#2** > Press the **Start key** >
Once you hear a constant tone, press the **End key**.

Call Forward All

(forward all calls immediately)

Enter access code ***1** > followed by **destination number** >
Press the **Start key** > Once you hear a constant tone, press the **End key**.

To cancel:

Enter access code **#1** > Press the **Start key** >
Once you hear a constant tone, press the **End key**.

TRANSFER A CALL

Attended transfer

When a call is established, select the **Transfer** soft key >
Once you hear a dial tone, make a call to the additional party.
When the additional party answers, announce the transfer >
Select the **Transfer** soft key to complete the transfer.

Blind transfer

When a call is established, select the **Features** soft key >
Highlight the **Blind Transfer** option > Press the **OK** button >
Once you hear a dial tone, make a call to the additional party.
When it starts to ring, the established call will be handed over to the additional party > When the additional party answers, the transfer is complete.

CONFERENCE CALL

Make a call to the first party. After they answer, select the **Features** soft key > Highlight the **Conference** option > Press the **OK** button > Once you hear a dial tone, make a call to the next party. When the next party answers > Select the **Conference** soft key to join all parties in the call.

VOLUME

Press the **Volume** buttons on the *left side of the handset* to adjust the call volume during a call. Press the **Volume** buttons during ringing to adjust the ringer volume.

SPEAKER

There are several ways to activate the internal speaker of the handset. Here are the two most useful ways:

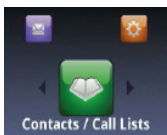
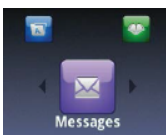
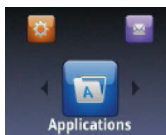
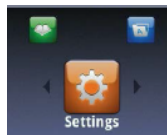
*At the start of a call, from the Home Screen select the **Speaker** soft key > Highlight the **Speakerphone** option > Press the **OK** button. You are in speaker mode.*

or
*While in a call, select the **Features** soft key > Highlight the **Speakerphone** option > Press the **OK** button. You are in speaker mode.*

MORE FEATURES

HOME SCREEN ICONS AND NAVIGATION KEYPAD

The **Home screen icons** allow you to access your handset's features. The icons are **Contacts/Call Lists**, **Messages**, **Applications** and **Settings**. You can use the **left arrow** ◀ and **right arrow** ▶ buttons of the **navigation keypad** to rotate a **Home screen icon** to the front. Press the **OK** button to select.

<i>The Contacts/Call Lists icon gives you the access to contact lists</i>	<i>The Messages icon gives you the access to voicemail</i>	<i>The Applications icon opens a menu of custom applications</i>	<i>The Settings icon opens a menu for configuring handset features</i>
			

CONTACT DIRECTORY / CALL LISTS

To access your contacts and call records:

From the Home Screen rotate the **Contacts/Call Lists** icon to the front using the navigation keypad and press the **OK** button. A drop-down menu appears with the option of *Contact Directory or Call Lists*.

1. To access the Contact Directory:

This is a directory of your contacts where you can add, delete, edit and search.

Highlight the **Contact Directory** option in the drop-down menu using the navigation keypad and press the **OK** button.

With your Contact Directory open, you can scroll to a contact and make a call by pressing the **Start** key.

2. To access the Call Lists:

This is a log of calls placed, received or missed with the associated numbers where you may want to check.

Highlight the **Call Lists** option in the drop-down menu using the navigation keypad and press the **OK** button.

While your Call List open, you can scroll to a number and make a call by pressing the **Start** key.

KEYPAD LOCK

To lock the keypad:

From the **Home Screen** select the **Features** soft key > Highlight the **Keypad Lock** option > Press the **OK** button > Select the **Yes** soft key.

To unlock the keypad:





From the **Home Screen** select the **Unlock** soft key > Select the **Yes** soft key.

SOFT KEYS AND NAVIGATION KEYPAD

Soft keys activate the functions which appear above them on the screen. If the function has more options, you can use the **up arrow** ▲ and **down arrow** ▼ buttons of the **navigation keypad** to highlight and press the **OK** button to select.



FURTHER INFORMATION

- After a delay the screen will turn off to save power. Press the Home key  to wake up the handset.
- The handset is supplied with an AC plug pack charger and lead. Ensure the handset is fully charged whenever possible. The Battery icon is solid green  when the battery is fully charged and turns to yellow  when the battery is empty.
- The profile Normal/Silence/Meeting can be changed from the Home Screen by selecting the Profile soft key, highlighting one of the options followed by pressing the OK button.
- A voicemail account is required for voicemail service to work. This can be requested by contacting the Telephone Helpline on extension 51000 or by raising a Voicemail Request online. Further voicemail information can be found under 'Phones' at www.its.uq.edu.au.
- If handset displays the Warning icon , contact the Telephone Helpline on extension 51000.