

# ML440

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*Revision 1.0*

## End User Guide

**NEC** NEC Corporation of America

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## 1

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# Introduction

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## About This Document

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This document explains how to use the ML440 handsets; for information on system configuration and base installation, see the *ML440 and AP20 System Installation Guide*.

The following topics are included in this chapter:

- Chapter Topics*
- [About This Document](#)
  - [Important Safety Instructions](#)
  - [Manual Conventions](#)
  - [Terms](#)

---

## Important Safety Instructions



*Save these instructions.*

To reduce the risk of fire, electric shock, or injury to persons, follow the basic safety precautions listed below when using your handset:

- This unit **is not waterproof**. **Do not** expose this unit to rain or moisture.
- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Use only the power cord and batteries indicated in this manual.
- Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
- Do not place the handset in any charging cradle without the battery installed and the battery cover securely in place.



*Risk of explosion if battery is replaced by an incorrect type! Dispose of used batteries according to the instructions. Do not open or mutilate the battery. Disconnect the battery before shipping this product.*

---

## Manual Conventions

This document uses several different type styles to help you distinguish between different parts of the system.

- **Bold underlined text** indicates a key on the unit itself or a button on a configuration screen.
- **Reverse out** indicates a soft key on the handset.
- Italics indicate text on the display, such as menu options, prompts, and confirmation messages.
- **ALL CAPS BOLD TYPE** indicates a status light on the handset or base.

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## Terms

This document uses the terms and abbreviations listed in [Table 1-1](#).

**Table 1-1** Terms and Definitions

| Term          | Definition   |
|---------------|--|
| Base          | The main part of the system that connects to the VoIP network and manages calls. All handsets must be registered to a base before use. |
| Charger       | The cradle that stores and charges the handset; it also contains a spare battery charger.  |
| During a call | The station is currently on a call or has activated a dial tone.   |
| Handset       | The cordless handset that you use to dial and talk to callers.   |
| In standby    | The handset is inactive or idle.   |

# 2

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## Getting Started

This chapter covers how to prepare the handset for use, basic handset operation, and menus.

*Chapter Topics*

- [Features](#)
- [Charging the Battery](#)
- [Basic Operation](#)
- [Using the Menus](#)

---

### Features

ML440 handsets possess the following features:

- Roaming
- Seamless handover between bases
- Programmable feature keys
- Multi-line capability
- Call transfer, conference, call forwarding, and call park
- User-friendly interface with context sensitive soft keys
- Shared central directory with 200 entries
- Personal contacts list with up to 100 entries
- Call log that records the last 50 calls, incoming and outgoing
- Nine speed dial keys (numbers **2** through **9** on the twelve-key dial pad)

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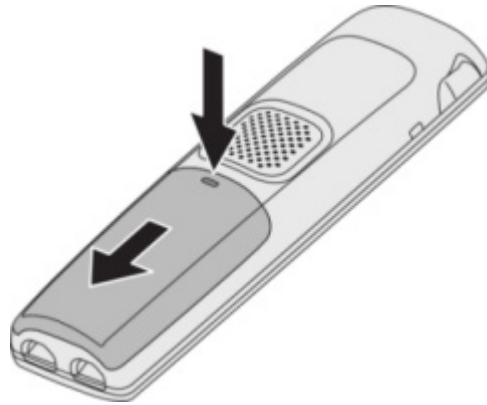
### Charging the Battery

Follow the steps below to charge the battery.

- Step 1**   Unpack the handset, battery, and battery cover. If the battery cover is already on the handset, press in on the notch and slide the cover down and off ([Figure 2-1](#)).

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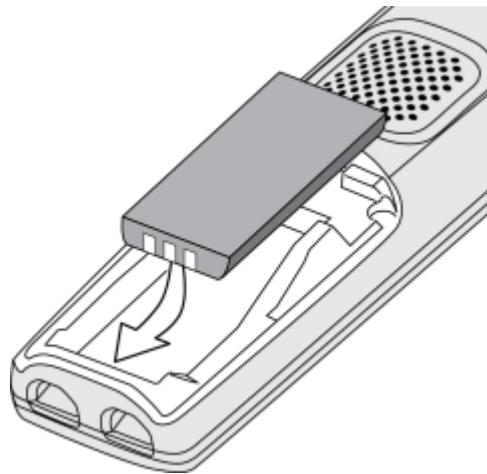
**Figure 2-1** Remove Battery Cover



**Step 2** Align the battery so that the contacts face the bottom of the handset and the flat side faces up (Figure 2-2).

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**Figure 2-2** Align Battery



**Step 3** Insert the bottom of the battery first, then lay the battery down and push it gently until it snaps into place.

**Step 4** Replace the cover and slide it up into place (Figure 2-3).

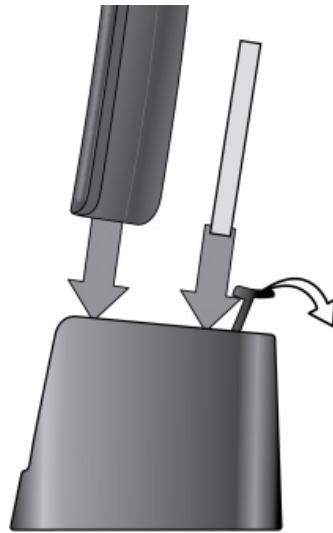
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**Figure 2-3** Replace Battery Cover



- Step 5** Connect the charger AC adapter to the charger's AC jack.
- Step 6** Plug the other end of the adapter into a standard 120V AC power outlet.
- Step 7** Place the handset in the charger with the display facing forward. The display on the handset should light up and the charger LED should turn on. If it doesn't, reseal the handset or try plugging the AC adapter into a different outlet.
- Step 8** Place the spare battery in the back section of the charger. (Pull the battery latch back to insert the battery (Figure 2-4).

**Figure 2-4** Spare Battery Placement



Charge each battery completely (approximately 10 hours) before use.

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## Powering on the Handset

To power up the handset, press and release the **End** key. (To power down the handset, press and hold the **End** key.)

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## Attaching the Belt Clip

Line up the holes on each side of the handset. Insert the belt clip into the holes on each side of the handset. Press down until it clicks.

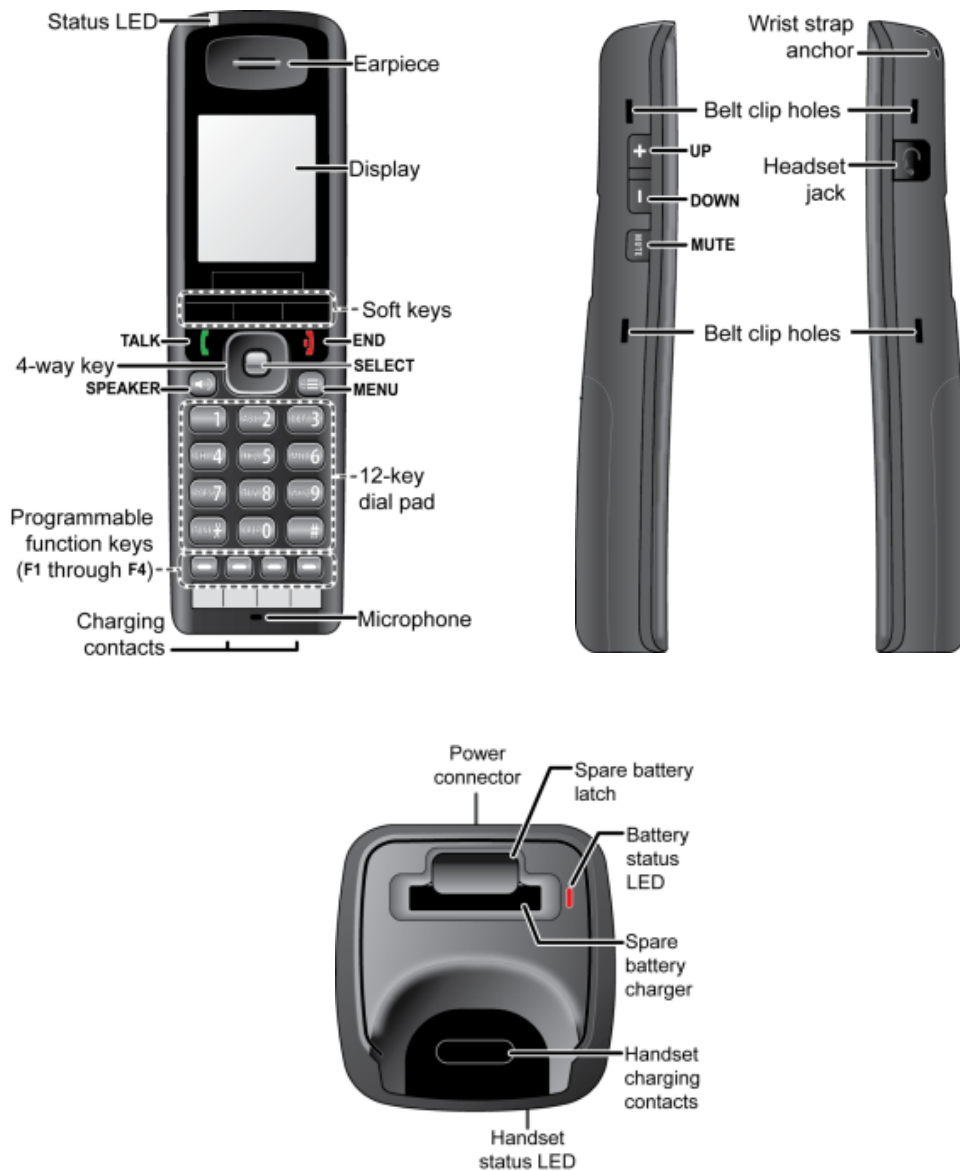
To remove the belt clip, pull either side of the belt clip to release the tabs from the holes.

## Basic Operation







### Keys and Their Functions

Figure 2-5 provides a diagram of the various keys and their functions. Table 2-1 lists the key name along with a brief description of its function.

Figure 2-5 Keys and Their Functions



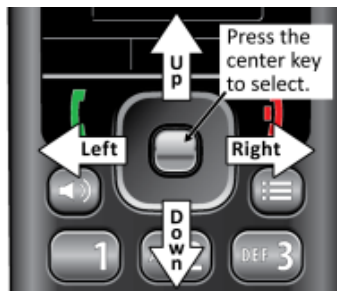
**Table 2-1** Key Names and Descriptions

| Key Name (Icon)   | What it Does  |
|---|---|
| <b>Talk</b>    | <ul style="list-style-type: none"> <li>• In standby: start a telephone call.</li> <li>• During a call: switch to a waiting call.</li> </ul>   |
| <b>Speaker</b>   | <ul style="list-style-type: none"> <li>• Switch a call to the speakerphone (and back).</li> </ul>   |
| <b>End</b>   | <ul style="list-style-type: none"> <li>• During a call: hang up.</li> <li>• In the menu or any list: go back one screen.</li> </ul>   |
| <b>Select</b>   | <ul style="list-style-type: none"> <li>• In the menu or any list: select the highlighted item.</li> </ul>   |
| <b>Menu</b>    | <ul style="list-style-type: none"> <li>• Open or close the menu.</li> </ul>   |
| <b>Soft Keys</b>  | The soft keys automatically change their function based on what you are doing. See <a href="#">“Using Soft Keys” on page 2-6</a> .  |
| Function keys 1 through 4 ( <b>F1 through F4</b> )  | The four function keys are programmed at the PBX: contact your system administrator for details.  |
| Four-way key: <ul style="list-style-type: none"> <li>- <b>Up</b></li> <li>- <b>Down</b></li> <li>- <b>Right</b></li> <li>- <b>Left</b></li> </ul> | <ul style="list-style-type: none"> <li>- Move the cursor up one line.</li> <li>- Move the cursor down one line.</li> <li>- Move the cursor to the right.</li> <li>- Move the cursor to the left.</li> </ul> |
| <b>Side Keys:</b>   |   |
| <b>Mute</b>   | <ul style="list-style-type: none"> <li>• During a call: mute the microphone.</li> </ul>   |
| <b>Plus</b>    | <ul style="list-style-type: none"> <li>• During a call: increase the call volume.</li> </ul>  |
| <b>Minus</b>   | <ul style="list-style-type: none"> <li>• During a call: decrease the call volume.</li> </ul>  |

### Using the Four-Way Key

The four-way key ([Figure 2-6](#)) can be used in the following ways:

- Press the top of the key to move the cursor **Up**.
- Press the bottom of the key to move the cursor **Down**.
- Press the **Right** side of the key to move the cursor to the right.
- Press the **Left** side of the key to move the cursor to the left.
- Press the center key to **Select** the currently highlighted item.

**Figure 2-6** Four-Way Key

### Using Soft Keys

Soft keys are controlled by the software. They will automatically change their function depending on what you are currently doing.

The description of the soft key's current function appears in the bottom of the display directly above the corresponding key. If the description for a soft key is blank, that key does not currently have a function. [Figure 2-7](#) is an example of soft key's description.

**Figure 2-7** Soft Key Description

Sometimes, the current function of a soft key can duplicate the function of a regular key. If this happens, you can press either key.

### Entering Text on the Handset

To enter text in the handset (for example, entering a name in the contact list), press the number key that corresponds to the letter you want to enter. Refer to [Figure 2-8](#) for an example.

- Press the key once to enter the first letter on the number key.
- Press the key twice to enter the second letter, and three times to enter the third.
- Press the key a fourth time to enter the number on the key.
- The list of letters for each key appears in the lower right corner of the display so you can see what letter you are about to enter.



- The handset uses capital letters as the first character and lower case letters after that. To switch between upper case characters, lower case characters, and numbers, press **#**.
- To enter a symbol, press 1 to cycle through the available symbols or press **Symbol** and select the symbol you want to enter.
- If two letters in a row use the same number key, enter the first letter. Wait for the cursor to move to the next position, then enter the second letter.
- Press **Select** or **Save** when you're finished.
- If you make a mistake while entering a name, move the cursor to right of the incorrect character and press **Clear**. The handset deletes the character to the left of the cursor (like the backspace key on a keyboard).

**Figure 2-8** Entering Text




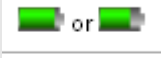


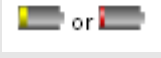





## Reading the Display and Status LEDs

### Display Icons and Their Meaning

Since the icons appear based on what you are doing with handset, you will never see all of the icons at one time. [Table 2-2](#) lists the icons and their meaning.

**Table 2-2** Icons

| Icon | Meaning   |
|------|---|
|      | The ringer is turned off. This handset will not ring when a call comes in.  |
|      | The keys are locked. See <a href="#">“Locking the Keypad” on page 3-6</a> . |
|      | The microphone is muted, and the caller can't hear you.                     |

| Icon  | Meaning   |
|---|---|
| Battery Status  |   |
|    | The battery is fully charged.   |
|    | The battery is more than half charged.  |
|    | The battery is about half charged.  |
|    | The battery is getting low.   |
|    | The battery is very low. Change the battery or put the handset in the charger |
| Rotating icons  | The battery is charging.  |
| Signal Status   |   |
|    | The signal from the base is very weak.  |
|    | The signal from the base is weak.   |
|    | The signal from the base is good.   |
|   | The signal from the base is strong.   |
|  | The signal from the base is excellent.  |

### LED States and Their Meaning

Table 2-3 lists the charger LEDs and provides a brief description of their meaning.

Table 2-4 lists the handset LEDs and provides a brief description of their meaning.

**Table 2-3** Charger LEDs

| Charger LEDs   | Meaning   |
|----------------|---|
| HANDSET STATUS | -On: the handset is properly seated in the charger.<br>-Off: the handset is not in the charger or is not properly seated. |
| BATTERY STATUS | -On: the spare battery is charging.<br>-Off: the spare battery is completely charged.                                     |

**Table 2-4** Handset LEDs

| Handset LEDs | Meaning   |
|--------------|---|
| STATUS       | -Slow Flashing (Red) - Voice Mail Message Waiting.<br>- Fast Flashing (Red) - Handset is ringing. |

| Handset LEDs   | Meaning   |
|--|---|
| F1 (in function key 1)<br>F2 (in function key 2)<br>F3 (in function key 3)<br>F4 (in function key 4) | These four LEDs are controlled by the PBX: contact your system administrator for information on the available LED states and what each one means. |

### Configuring the STATUS LED on the Handset

The STATUS LED at the top of the handset has three available colors: red, green and yellow; green and yellow are configurable by the user. You can specify what color the STATUS LED turns when you miss a call, have a new voice message, or need to recharge the battery. Follow the steps below to configure the STATUS LED.

- Step 1** Press **Menu** to open the main menu screen.
- Step 2** Select the *General Settings* icon, then select *LED signal*.
- Step 3** Select *Green LED*, then choose what you want the green LED to mean.
- Step 4** Press **End** to go back one menu level, then repeat the same selection with the *Yellow LED*.
- Step 5** For future reference, use [Table 2-5](#) to record your settings. For example, if you set the LED to turn yellow when you miss a call, place an X under Missed call on the YELLOW LED row.

**Table 2-5** STATUS LED Settings

| LED Color | Missed Call | Voice Mail | Low Battery | None (Off) |
|-----------|-------------|------------|-------------|------------|
| GREEN     |             |            |             |            |
| YELLOW    |             |            |             |            |

## Using the Menus

### Main Menu Screen

- To open the menu, press **Menu**. The handset displays the main menu screen (Figure 2-9).
- Use the four-way key to move the cursor and highlight items. When you highlight each item, the handset shows the current setting for that item in the display.
- To select the highlighted item, press **Select**.
- To go back one level in the menu, press **End**.
- If you don't press any keys for 1 minute, the handset exits the menu.

Figure 2-9 Main Menu Screen

|   |  |   |
|---|--|---|
|    |    |    |
| <i>Contacts</i>   | <i>Central Directory</i>   | <i>Calls</i>  |
|  |  |  |
| <i>Connectivity</i>   | <i>Settings</i>  | <i>Audio</i>  |
|  |  |   |
| <i>Alarm</i>  |  |   |

### Contacts Screen (Local Contacts)

The main *Contacts* screen shows the list of contacts stored locally on this handset. When you highlight a contact, you can use one of the soft keys described in Table 2-6.

**Table 2-6** Contacts and Soft Keys

| Soft Key    | Operation  |
|-------------|--|
| <b>Call</b> | Dial the phone number showing on the display. (Press <b>Right</b> to scroll through each phone number saved for this contact.) |
| <b>Edit</b> | Edit the selected contact's information.   |
| <b>More</b> | See more options for the contact list.   |

To see options for the contact list, press **More**. These options are described in [Table 2-7](#).

**Table 2-7** Contact List More Options

|                     |  |
|---------------------|--|
| Add contact         | Add a contact to the list. You can enter the following information: <ul style="list-style-type: none"> <li>• Name</li> <li>• Up to four phone numbers (Work, Mobile, Home, and Other); you must enter at least one phone number.</li> <li>• Ringtone</li> </ul> If the contact list is empty, this is the only available option. |
| Edit before call    | Edit the selected contact's phone number before you dial it. This will not edit the number in the contact's list.  |
| Edit contact        | Edit the selected contact's information.   |
| Delete contact      | Delete the selected contact.   |
| Delete all contacts | Erase the entire contact list.   |
| Speed dial          | Assign the selected contact to a speed dial number.  |

### Central Directory Screen (Global Contacts)

The main *Central Directory* screen shows the list of contacts stored globally on the system. When you highlight a contact in the directory, press **Call** to dial that contact.

### Calls Screen

The main *Calls* screen shows the last 50 calls (whether incoming or outgoing) on this handset. When you highlight a call on the list, you can use one of the soft keys listed in [Table 2-8](#).

**Table 2-8** Calls Screen Soft Keys

| Soft Key    | Operation                                 |
|-------------|---|
| <b>Call</b> | Return the selected call.                 |
| <b>View</b> | See more details about the selected call. |
| <b>More</b> | See more options for the call list.       |

To see options for the call list, press **More**. These options are described in [Table 2-9](#).

**Table 2-9** Call List More Options

|                   |  |
|-------------------|--|
| View Details      | View details about the call such as who it was from, the CID information if available, was it answered or missed, and the time and date of the call. |
| Save as contact   | Add the name and phone number from the selected call record as a new contact.  |
| Append to contact | Add the number from the selected call record to an existing contact; the handset prompts you to select a contact and phone number slot.              |
| Edit before call  | Edit the selected phone number before you dial it.   |
| Delete item       | Delete the selected call record.   |
| Delete all items  | Erase all records from call list.  |

## Connectivity Screen



NOTE

*The operations on this screen require administrator-level access to the base. Contact your system administrator before selecting any of these operations. See the ML440 and AP20 System Installation Guide for more information.*

[Table 2-10](#) and [Table 2-11](#) provide a list of the available operations and a brief description.

**Table 2-10** Connectivity Screen Operations

|            |   |
|------------|---|
| Register   | Register the handset to a base. This option only functions if the handset is not currently registered and displays a Deregistered message |
| Deregister | Clear the handset's registration information. Once the handset is deregistered, it will not function until it is registered to a base.    |

**Table 2-11** Settings Screen Operation

|                 |  |
|-----------------|--|
| Time & Date     | Select the format you prefer for time and date display: <ul style="list-style-type: none"> <li>• Time format: Select 24 hour or AM/PM</li> <li>• Date format: Select one of six standard data formats</li> </ul>   |
| Language        | Select the handset's display language. As you highlight each language, the display changes to that language. When you see the language you want to use, press <b>Select</b> .  |
| LED signal      | Configure what color the STATUS LED turns when you miss a call, have a new voice message, or need to recharge the battery. See <a href="#">"LED States and Their Meaning" on page 2-8</a> for more information.  |
| Security        | <ul style="list-style-type: none"> <li>• Automatic keylock: Lock the keypad when the handset remains idle for a designated period of time.</li> <li>• Change PIN: Change the 4-digit PIN used for registration and deregistration.</li> </ul>  |
| Handset name    | Change the name the handset displays on the standby screen.  |
| Reset settings  | Reset all the options on this handset to factory default values (see <a href="#">"Resetting Handsets" on page 4-4</a> ).   |
| Status          | The status screen displays the following information (you will have to scroll down to see all the fields): <ul style="list-style-type: none"> <li>• The hardware version and software version of the base this handset is registered to.</li> <li>• The hardware version and the software version of this handset.</li> <li>• The current band DECT radio band the handset is operating in.</li> </ul> |
| Auto answer     | Choose how you want the handset to answer incoming calls: <ul style="list-style-type: none"> <li>• <i>Normal</i> (default): you must press <b>Talk</b> to answer calls.</li> <li>• <i>Any key</i>: you can press any key to answer calls.</li> <li>• <i>Automatic</i>: the handset answers all calls after 5 seconds.</li> </ul>   |
| Silent charging | Choose how the handset responds to incoming calls while it is charging: <ul style="list-style-type: none"> <li>• <i>Off</i>: The handset rings normally and displays the incoming call screen.</li> <li>• <i>Disconnect</i>: The handset does not respond to incoming calls at all.</li> <li>• <i>Silent</i>: The handset does not ring, but it does display the incoming call screen.</li> </ul>      |

The audio screen is where the volume and ringer tone are set. [Table 2-12](#) describes the functions and how to use them.

**Table 2-12** Audio Screen Settings

|                    |   |
|--------------------|---|
| Ring volume        | Set the ringer volume. Press <b>Up</b> to raise the volume and <b>Down</b> to lower the volume. Press <b>Select</b> or <b>OK</b> when you're satisfied with the volume setting.   |
| Ring melody        | Choose this handset's ring melody. As you highlight each ring melody, press <b>Play</b> to hear a sample. When you hear the melody you want, press <b>Select</b> .  |
| Alert volume       | Set the volume for notification tones. Press <b>Up</b> to raise the volume and <b>Down</b> to lower the volume. Press <b>Select</b> or <b>OK</b> when you're satisfied with the volume setting.   |
| Alert tone         | Choose the tone this handset uses for alerts and notifications. As you highlight each tone, press <b>Play</b> to hear a sample. When you hear the tone you want, press <b>Select</b> .  |
| Vibrator           | Have the handset vibrate on an incoming call or a notification. Select one of the following: <ul style="list-style-type: none"> <li>• Off: The handset will not vibrate at all.</li> <li>• Vibrate then ring: The handset will vibrate first, then sound the tone or melody on the second ring.</li> <li>• Vibrate only: The handset will only vibrate, not ring.</li> <li>• Vibrate and ring: The handset will vibrate and ring at the same time.</li> </ul> |
| Key sound          | Have the keypad sound a tone when you press a key. Choose one of two sounds ( <i>Click</i> or <i>Tone</i> ) or select <i>Silent</i> to turn off the keypad tone off. The tone will be activated after you press <b>Select</b> or <b>OK</b> .  |
| Confirmation sound | Press <b>On</b> if you want the handset to sound a tone each time you change a setting. Press <b>Off</b> to disable this tone.  |
| Coverage warning   | Press <b>On</b> if you want the handset to sound a warning when you approach the edge of the base's range. Press <b>Off</b> to disable this tone.   |
| Charger warning    | Press <b>On</b> if you want the handset to sound a warning when the battery is getting low. Press <b>Off</b> to disable this tone.  |

## Alarm Screen

See "[Setting the Alarm](#)" on page 3-7" for more information on setting alarms on the handset. [Table 2-13](#) lists the types of alarms and provides a brief description.



**Table 2-13 Alarm Screen Settings**

|                 |   |
|-----------------|---|
| Alarm           | Set a one-time alarm on this handset. Enter the time you want the alarm to sound and press <b>Save</b> .  |
| Recurrent alarm | Set an alarm to sound on specific days of the week. Enter the time you want the alarm to sound and press <b>Save</b> . The handset then prompts you to select which days you want the alarm to sound. |
| Snooze time     | Select the amount of time alarms remain snoozed before ringing again. Choose from 1 through 10 minutes, in one minute increments; the default is 10 minutes.  |



# 3

## Using Common Features

This chapter covers common features associated with the ML440 handset and contains the following topics.

- Chapter Topics*
- [Making, Receiving, and Transferring Calls](#)
  - [Changing the Volume](#)
  - [Using the Call Lists](#)
  - [Using the Contact List and Central Directory](#)
  - [Voice Mail Waiting Indicator](#)
  - [Using an Optional Headset](#)
  - [Locking the Keypad](#)
  - [Changing the PIN](#)
  - [Using Alarms](#)

### Making, Receiving, and Transferring Calls

[Table 3-1](#) below lists ways to perform common actions from both the earpiece and a speakerphone.

**Table 3-1** Make, Receive, Transfer Calls

| To.....                           | From the earpiece   | From the speakerphone                      |
|-----------------------------------|---|--|
| Make a call                       | Press <b>Talk</b> then dial the number.   | Press <b>Speaker</b> then dial the number. |
| Answer a call                     | Press <b>Talk</b> .   | Press <b>Speaker</b> .                     |
| Hang up                           | Press <b>End</b> .  |  |
| Mute the microphone during a call | Press <b>Mute</b> . Press again to turn the microphone back on.   |  |
| Transfer a call                   | <ul style="list-style-type: none"> <li>• During a call, press <b>Transfer</b>.</li> <li>• Enter the extension to which you want to transfer the call.</li> <li>• Wait until the other extension answers and press <b>End</b>.</li> <li>• OR</li> <li>• If you don't want to wait until the other extension answers, just press <b>End</b> immediately.</li> </ul> |  |

| To.....                                      | From the earpiece  | From the speakerphone |
|--|--|-----------------------|
| Start a conference call                      | <ul style="list-style-type: none"> <li>• During a call, press <b>Conf</b>.</li> <li>• Enter the extension with which you want to conference.</li> <li>• Wait until the other extension answers, then press <b>Conf</b> to start the conference.</li> </ul> |                       |
| Switch between the speakerphone and earpiece | Press <b>Speaker</b> .   |                       |

### Putting a Call on Hold

Press **Hold**. If the call remains on hold for longer than the hold time, it rings again.

To return to a call on hold:

- For an internal call, press the Intercom Feature Key.
- For an external call, press the line key.



NOTE

*Feature Keys are programmed in the DSX. See your system administrator for more details.*

## Changing the Volume

### Earpiece and Speaker Volume

Each handset has individual volume settings for the earpiece, the speakerphone, and the headset jack: press **Plus** to increase the volume of the item you are currently listening to and **Minus** to decrease it. The handset saves the volume setting.

### Ring Volume

You can also set the ring volume for each handset. When the handset is in standby, press **Menu**, select **Audio Settings** then **Ring Volume**. Use the **Left** and **Right** cursor key to increase or decrease the ring volume. If you turn the ring volume all the way down, the ringer turns off.

## Using the Call Lists

The handset saves the last 50 calls (whether incoming or outgoing) to the call list. [Table 3-2](#) lists actions and the steps to perform that action.

**Table 3-2** Call Lists Actions

| To....                            | Press  |
|-----------------------------------|--|
| Open the call list                | Press <b>Calls</b> to see all calls on the lists. Use <b>Right</b> and <b>Left</b> to select the specific call list you want to review: <ul style="list-style-type: none"> <li>• Answered calls</li> <li>• Dialed calls (numbers dialed from this handset)</li> <li>• Missed calls</li> </ul>  |
| Scroll through the list           | Press <b>Down</b> to scroll through the list from newest to oldest. Press <b>Up</b> to scroll from oldest to newest.   |
| See details on a call             | Highlight the call record in the list and press <b>View</b> .  |
| Dial a number                     | ( <i>Answered</i> and <i>Dialed</i> calls only) Highlight the call record you want to dial and press <b>Talk</b> or <b>Call</b> .  |
| Add a number to the contact list  | <ul style="list-style-type: none"> <li>• Highlight the call record and press <b>More</b>.</li> <li>• Select <i>Append to a contact</i> to add this phone number to an existing contact.</li> </ul> OR <ul style="list-style-type: none"> <li>• select <i>Add to contact list</i> to create a new contact for this call record</li> </ul> |
| Delete records from the call list | Press <b>More</b> . Select <i>Delete item</i> to erase the selected call record; select <i>Delete all items</i> to erase all records on the list.  |
| Close the list                    | Press <b>End</b> .   |

## Using the Contact List and Central Directory

[Table 3-3](#) lists characteristics of both the local Contact List and global Contact List.

**Table 3-3** Contact List Characteristics

| Contact List (local)  | Central Directory  |
|---|--|
| <ul style="list-style-type: none"> <li>• Up to 100 entries</li> <li>• Unique to each handset</li> <li>• Stored locally: can be edited by the end user of the handset</li> </ul> | <ul style="list-style-type: none"> <li>• Up to 200 entries</li> <li>• Shared by all users on the system</li> <li>• Stored on the system</li> </ul> |

## Functions Common to Both Lists

Table 3-4 lists the functions that are common between the contact list and the central directory.

**Table 3-4** Common Functions

| To...  | From the contact list...   | From the central directory...                                    |
|--|--|--|
| Open or close the list                           | Open the main menu and select the <i>Contacts</i> icon.  | Open the main menu and select the <i>Central Directory</i> icon. |
| Scroll through the entries                       | Press <b>Down</b> to scroll through the contact list from A to Z or <b>Up</b> to scroll from Z to A. |  |
| Jump to entries that start with a certain letter | Press the number key corresponding to the letter you want to jump to.                                |  |
| Dial a contact                                   | Find the contact you want, and press <b>Call</b> or <b>Talk</b> .                                    |  |

## Local Contact List Functions

### Adding Contacts

Follow the steps below to add contacts to the local contact list.

- Step 1** Open the main menu screen and select the *Contacts* icon.
- Step 2** Press **More** and select *Add contact*. (If the contact list is empty, this is the only available option.)
- Step 3** Select *Name* and enter the name you want to use for this contact.
- Step 4** Select one of the four phone number slots (*Work*, *Mobile*, *Home*, or *Other*) and enter the phone number you want to use for this contact. You must enter at least one phone number, but it doesn't matter which of the slots you use.
- Step 5** To set a special ringtone for this contact, select *Ringtone* and choose the ringtone you want the handset to use when this contact calls. (To hear a sample of the ringtone, press **Play** .)

### Deleting Contacts

Follow the steps below to delete contracts from the local contact list.

- Step 1** Open the main menu screen and select the *Contacts* icon.
- Step 2** Highlight the contact you want to erase and press **More** .
- Step 3** To erase this contact only, select *Delete contact*; to erase all contacts from this local list, select *Delete all contacts*.
- Step 4** When the handset prompts you to confirm, press **OK** .

### Editing a Contact's Phone Number Before Dialing

Follow the steps below to edit a contact's phone number before dialing.

- Step 1** Open the main menu screen and select the *Contacts* icon.
- Step 2** Highlight the contact you want to erase and press **More**.
- Step 3** Select *Edit before dial*, then edit the phone number.
- Step 4** When you're finished editing the number, press **Call** or **Talk**.



This will not change the phone number stored in the contact list.

---

### Assigning Contacts to a Speed Dial Number

You can assign one of eight number keys on the twelve key dial pad (**2** through **9**) to a contact and use it as a speed dial. Follow the steps below to perform this procedure.

- Step 1** Open the main menu screen and select the *Contacts* icon.
- Step 2** Highlight the contact you want to assign, and press **More**.
- Step 3** Select *Speed dial*. The handset shows the list of speed dial numbers and what contacts are assigned.
- Step 4** Select the speed dial number you want to assign this contact to and press **Add**. If the number you select is already assigned, press **Delete** to erase the existing assignment or press **Replace** to overwrite the assignment with the new contact.

### Making a Call From a Speed Dial Number

Press and hold the number key that you assigned the contact to. The handset automatically dials the first phone number on that contact record.

---

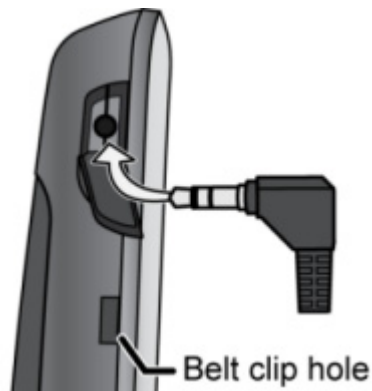
## Voice Mail Waiting Indicator

When you have new messages, the STATUS LED turns green or yellow, according to the settings you selected in the *LED signal* menu (see ["Configuring the STATUS LED on the Handset" on page 2-9](#)). After you listen to all new messages, the STATUS LED turns off.

## Using an Optional Headset

You can use a standard 2.5 mm telephone headset with your handset. To install a headset, remove the headset jack cover and insert the headset plug into the jack (Figure 3-1).

Figure 3-1 Installing a Headset



Make and receive calls as usual, and plug in your headset to talk to the caller after the call connects.

When you connect a headset, the handset automatically mutes the earpiece and speaker. To re-activate the earpiece, just unplug the headset. To switch to speaker handset, press **Speaker**.

## Locking the Keypad



NOTE

While the keys are locked, you will not be able to use any handset functions that require a key press, including making and receiving calls. You can still dial emergency numbers (911) while the keys are locked.

Follow the steps below to lock the keypad.

- Step 1** From the main menu screen, select the *Settings* icon.
- Step 2** On the *Settings* screen, select *Security*, then select *Automatic keylock*.
- Step 3** Select the amount of time (from *15 seconds* to *5 minutes*) you want the handset to wait before it locks the keypad, or select *Off* to have the handset never lock the keypad.

If the handset is idle for the amount of time you selected, it locks the keys. To unlock the keypad, press **Select** followed by **\***. The keypad will remain unlocked until it remains inactive for the amount time selected above.



## Changing the PIN



*Changing the PIN will prevent the handset from deregistering correctly (not registering correctly).*

Follow the steps below to change the PIN. You will have to enter the PIN to reset the handset back to factory default settings.

- Step 1** From the main menu screen, select the *Settings* icon.
- Step 2** On the *Settings* screen, select *Security*.
- Step 3** Select *Change PIN*. The handset prompts you to enter the current PIN (Default 0000).
- Step 4** Enter the four digits of the current PIN and press **Select**. The handset prompts you to enter the new PIN.
- Step 5** Enter the four digits you want to use as the new PIN and press **Select**.

## Using Alarms

You can set two alarms on your handset: a one-time alarm and a recurring alarm.

### Setting the Alarm

Follow the steps below to set the alarm.

- Step 1** From the main menu screen, select the *Alarms* icon.
- Step 2** For a one-time alarm, select *Alarm*; for a repeating alarm, select *Recurrent alarm*.
- Step 3** Set the time you want the alarm to sound.
  - Enter the time using the twelve-key dial pad, or use **Up** and **Down** to select the time.
  - Select *AM* or *PM*.
  - Press **Save** when you're finished.
- Step 4** For a recurrent alarm, the handset prompts you to select the days of the week you want the alarm to sound.
  - To select a day, highlight the day and press **Mark**; selected days show a check mark beside the name.
  - To clear a day, highlight the day and press **Unmark**.
  - When you're finished, press **OK**.

- Step 5** Select *Snooze time* to change how long the handset waits when you snooze an alarm. Choose from *1 minute* through *10 minutes*, in one-minute increments. (The default is 10 minutes.)
- Step 6** When the alarm rings, press **Dismiss** to silence the alarm; press **Snooze** if you want the alarm to ring again after 10 minutes. (To change the length of time the handset waits, select *Snooze time* and choose from *1 minute* through *10 minutes*, in one-minute increments.)
- Step 7** One-time alarms automatically turn themselves off after ringing. Recurring alarms will ring again on the next selected day. To turn off an alarm, select the alarm and press **Turn Off**.

# 4

## Important Information

This chapter contains important information regarding adapter and battery settings, compliance information, and warranty information.

The following topics are included in this chapter:

- Chapter Topics*
- [AC Adapter and Battery Information](#)
  - [Troubleshooting](#)
  - [Compliance Information](#)

### AC Adapter and Battery Information

Table 4-1 provides adapter and battery information.

**Table 4-1** Adapter/Battery Information

| AC Adapter     |                 |
|----------------|-----------------|
| Part number    |                 |
| Input voltage  | 120V AC, 60 Hz  |
| Output voltage | 8V AC @ 300mA   |
| Battery Pack   |                 |
| Part number    |                 |
| Capacity       | 500mAh, 2.4V DC |

- Use only the supplied AC adapters. Be sure to use the proper adapter for the base and any chargers.
- Do not place the power cord where it creates a trip hazard or where it could become chafed and create a fire or electrical hazard.
- Do not place the base in direct sunlight or subject it to high temperatures.
- Fully charged, the battery should provide about 8 hours of talk time and about 7 days of standby time. For best results, return the handset to the charger after each call to keep it fully charged.
- When the battery gets too low, the handset shows a low battery alert. If you hear a strange beep during a call, check the display: if you see the low battery alert, finish your conversation as quickly as possible and return the handset to the charger. If the handset is in standby, none of the keys will operate.

- With normal use, the battery should last about one year. Replace the battery when the talk time becomes short even when the battery is charged.

---

## Rechargeable Battery Information



*Risk of explosion if battery is replaced by an incorrect type! Dispose of used batteries according to the instructions. Do not open or mutilate the battery. Disconnect the battery before shipping this product.*

- This equipment contains a rechargeable Lithium-Ion (Li-Ion) battery.
- The battery is not user-serviceable. Do not attempt to open the battery cell. In case of exposure to the cell contents, wash the affected area thoroughly and seek medical attention.
- Do not expose the battery to temperatures in excess of 140° F (60° C).
- Do not short-circuit the battery.
- Exercise care when handling the battery around conducting materials such as rings, bracelets, and buttons: conducting materials can short the battery, and the battery or conductor can overheat and cause burns.
- When charging this equipment, only use the charger designed to charge the battery pack as specified in the owner's manual: using any other charger may damage the product or cause the battery pack to explode.
- Before placing the handset in the charger, make sure the battery is installed and the battery cover is securely in place.
- Do not place the batteries in your regular trash. All batteries must be recycled or disposed of in an environmentally sound manner. Contact your local waste management officials for information and regulations on the proper collection, recycling, and disposal of batteries.



*Rechargeable batteries must be recycled or disposed of properly.*

---

## Troubleshooting

If you have any trouble with your handset, try the steps listed in [Table 4-2](#).

**Table 4-2** Troubleshooting Handset Issues

| If....                                      | Try....   |
|---|---|
| A handset can't make or receive calls       | Moving the handset closer to the base   |
| A handset can make calls, but it won't ring | Make sure the ringer is turned on   |
| A handset is not working                    | <ul style="list-style-type: none"> <li>• Charging the battery for 15-20 hours</li> <li>• Checking the battery connection</li> </ul> |
| A handset displays <i>Searching</i>         | Moving the handset closer to the base   |

### Weak or Hard to Hear Audio

If a caller's voice sounds weak or soft, the signal might be blocked by large metal objects or walls; you might also be too far from the base, or the handset's battery may be weak.

- Try moving around while you're on a call or moving closer to the base to see if the sound gets louder.
- Make sure the handset's battery is fully charged.
- Try adjusting the earpiece volume.

### Noise or Static on the Line

Interference is the most common cause of noise or static on a cordless handset. Here are some common sources of interference:

- electrical appliances, especially microwave ovens
- computer equipment, especially wireless LAN equipment and DSL modems
- radio-based wireless devices, such as room monitors, wireless controllers, or wireless headsets or speakers
- florescent light fixtures (especially if they give off a buzzing noise)
- other services that use your handset line, like alarm systems, intercom systems, or broadband Internet service

Table 4-3 lists steps for eliminating noise on the line.

**Table 4-3** Static or Noise Reduction

| If the static is on 1 handset or in 1 location  | If the static is on all handsets or in all locations                                     |
|---|--|
| Check nearby for one of the common interference sources   | Check near the base for the source of interference                                       |
| Try moving the handset away from a suspected source, or try moving the suspected source to it's not between the handset and the base. | Trying moving the base away from a suspected source, or turn off the source if possible. |

| If the static is on 1 handset or in 1 location   | If the static is on all handsets or in all locations |
|--|--|
| There is always more noise at the edges of the base's range. If the handset displays <i>Searching</i> , try moving closer to the base. |  |

---

## Resetting Handsets

You can reset all the handset options back to the default values; any customized settings (language, ring tones, volume, etc.), will be lost. (Resetting a handset will not deregister the handset from its base.) Follow the steps below to reset the handset.

- Step 1** On the handset, press **Menu**.
- Step 2** From the main menu screen, select the *Settings* icon.
- Step 3** On the *Settings* screen, select *Reset settings*.
- Step 4** When the handset asks you to confirm, press **Yes** to continue the reset; press **No** or **End** to cancel.
- Step 5** When the handset asks you to enter the PIN, enter the 4-digit code used to access this handset. (Default 0000)
- Step 6** The handset reboots and restores all user settings to their default value.

---

## Compliance Information

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### FCC Part 15 Information

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules, which establishes limits to provide reasonable protection against harmful interference in a residential installation. This equipment generates and can radiate radio frequency energy; if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, even in proper installations, there is no guarantee that interference will not occur. If you suspect this equipment is causing harmful interference to a radio or television receiver, try to correct the interference through the following steps:

- Step 1** Turn the equipment off and on to confirm interference.
- Step 2** Increase the separation between this equipment and the receiver.
- Step 3** Connect this equipment to an outlet on a different circuit from that to which the receiver is connected.

**Step 4** Reorient or relocate the antenna on the receiver.

**Step 5** Consult the dealer or an experienced radio/TV technician for help.



*Changes or modifications not expressly approved by the party responsible for compliance could void your authority to operate this equipment.*

### **RF Exposure Information**

This product complies with FCC radiation exposure limits under the following conditions:

- The base must be placed to allow a minimum of 20 cm (8 inches) between the antenna and all persons during normal operation.
- The base must not be co-located or operated in conjunction with any other antenna or transmitter.
- The handset is designed for body-worn operation and meets FCC RF exposure guidelines when used with any belt clip, carrying case, or other accessory supplied with this product.
- All necessary accessories are included in the package; any additional or optional accessories are not required for compliance with the guidelines.
- Third party accessories (unless approved by the manufacturer) should be avoided as these might not comply with FCC RF exposure guidelines.

---

### **Industry Canada (I.C.) Notice**

The term IC before the radio certification number only signifies that Industry Canada technical specifications were met. Operation is subject to the following two conditions: (1) this device may not cause interference, & (2) this device must accept any interference, including interference that may cause undesired operation of the device. "Privacy of communications may not be ensured when using this telephone".





***For additional information or support on this NEC Corporation of America product, contact your NEC Corporation of America representative.***

**NEC** NEC Corporation of America

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**ML440 End User Guide**

NDA-31193, Revision 1