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Polycom Kirk 6020-6040 User Guide

Getting Started

Read all information in this section before you use your handset.

Handset Information

Never use your handset:

- in the vicinity of electrical detonators
- in shielded rooms
- in areas where radio transmission is forbidden

Do not place a handset near:

- water, moisture or damp areas
- heat sources, direct sunlight or unventilated areas
- devices which generate strong magnetic fields such as electrical appliances, fluorescent lamps, computers, radios, televisions or fax machines
- areas where the handset can be covered, its ventilation impaired, liquid spilled on the unit or objects inserted into the handset through any openings.
- areas with temperature extremes

Check for small metal objects in the handset earpiece/mouthpiece before using the handset.

Do not store or locate flammable liquids, gases, or explosive materials in the same compartment or vicinity as the cordless handset, its parts or accessories.

WARNING: Excessive use of earphones and headphones can cause hearing loss.

Charger Information

Two types of chargers can be used for the handset. An ordinary charger and a USB charger. The USB charger supports a PC phone book management program, provided for the system administrator

Battery Information

The battery is connected to the handset from factory and must not be removed. To replace the battery, please contact your local distributor.

Charging Battery

When charging battery for the first time, it is necessary to leave handset in charger for 14-16 hours for the battery to be fully charged.

During normal operation, it takes approximately 6 hours to charge the handset from fully discharged to its full capacity. Turning the backlight off reduces charging time with approximately 2 hours (refer to "Turning Backlight Off" on page 54).

Place handset in charger.



For correct charging, be sure the room temperature is between 0°C and 40°C. Do not place the handset in direct sunlight. The battery has a built-in heat sensor which will stop charging if the battery temperature is too high.

If the handset is turned off when placed in charger, nothing indicates the charging. There will be no reaction on incoming calls.

If the handset is turned on when charging, the display shows the blue charging icon in the status bar. The charging icon is replaced by the green fully charged icon , when the battery is fully charged (when handset is removed from charger, the charging icon disappears). The handset will not vibrate. Auto answer is inactive. The handset reacts normally for incoming calls.

It is necessary to recharge battery when display shows the battery low icon **e**, or if the handset cannot be turned on.

Battery Capacity

The capacity of the battery depends on the use of backlight and talk time.

Battery capacity in active mode:

• 6020/6040: up to 24 hours of talk time. 6040: up to 15 hours of talk time if bluetooth is turned on.

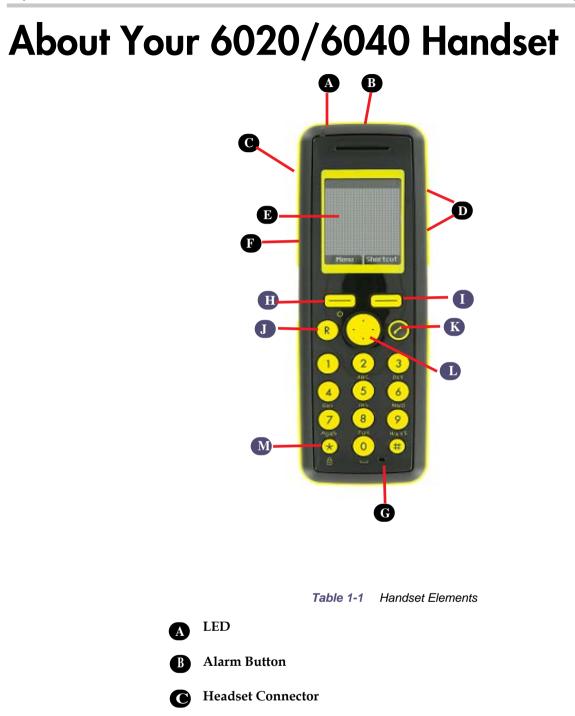
Battery capacity in standby mode:

- 6020/6040: 200 hours when display backlight is turned off. 6040: 100 hours when display backlight is turned off and bluetooth is turned on.
- 6020/6040: 100 hours when display backlight is set at dimmed. 6040: 60 hours when display backlight is set at dimmed and bluetooth is turned on.

For information about how to check battery capacity, refer to "Battery" on page 50.

Battery Disposal

Visit www.polycom.com/batteries for further guidance on battery recycling.





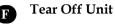
Volume Control Adjusts speaker volume.

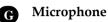


Display

Shows call information, handset status icons and guides you through option menu.

Table 1-1 Handset Elements









Left Softkey

On hook (idle) On hook is the term used when handset is in standby mode.

Enters main menu. OR Confirms choices in menu. OR Turns handset off with a long (three second) key press.

Off hook

Off hook is the term used when handset is in active mode.

Mutes microphone

(active)

Right Softkey

On hook (idle)

Returns to previous menu.

Off hook (active)

Turns loadspeaker on.

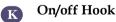


On hook (idle)

Exits menu.

Redirects calls.

Off hook (active)



L Four-Way N	avigation Key
On hook (idle)	Navigates menu. OR Adjusts volumes in menu. OR Moves cursor. OR Shortcuts to phone book, call register and missed call.
Off hook (active) Keypad Locl	Shortcut to phone book.
M Reypud Loci	y children

Table 1-2 Handset Keys

On hook (idle)

Locks/unlocks keypad (Menu + ★).

Handset Display



The display is divided in three parts: Status bar, Display center and Softkey Text (see figure above).

The types of information shown in Status bar when:

- on hook (idle) display shows user ID, personal settings and time. If • bluetooth activated (only 6040), the bluetooth icon is visible. If wireless headset connected (only 6040) the headset icon is visible.
- off hook display shows user ID. •

The types of information shown in Display center when:

- on hook (idle) display shows standby logo or call information when receiving an incoming call
- off hook display shows a telephone icon. If a wireless headset is connected to the handset (only 6040), the display shows a telephone icon if the audio is in the handset, and it shows a headset icon if the audio is in the headset.

The types of information shown in Softkey text when:

on hook (idle) - display shows Menu and Shortcut

Menu: Menu gives access to the different functions of the handset. For more information about the content of the menu, refer to "Using the Menu" on page 27. For information about how to navigate the menu, refer to "Navigating Handset" on page 15.

Shortcut: Personal shortcuts consist of functions you have chosen to add to a list of shortcuts. For more information, refer to "Personal Shortcuts" on page 17.

• off hook - display shows various terms according to the context of the specific function.

Status Icons

The following icons may appear in Status bar or Display center:



The low signal icon indicates that the handset soon will be out of coverage.



The no signal icon indicates that handset is out of coverage, or that the system is busy (no speech channels available).



The low battery icon indicates that battery capacity is low.



The telephone icon will appear when you miss a call.



The telephone icon will appear when an external incoming call arrives.



The telephone icon will appear when an internal incoming call arrives.

The telephone icon will appear when the handset is off hook or a call

The telephone icon will appear when you make a call.



is connected.

The envelope icon will appear when you receive a message.

The charging icon will appear when the handset is placed in charger.



The fully charged icon will appear when the battery is fully charged.



The key lock icon indicates that the entire keypad is locked.



The silent icon will appear when all sounds are disabled.



The loadspeaker icon will appear when loadspeaker is turned on.



The mute icon will appear when mic mute is turned on. Mic mute is a abbreviation of microphone mute.



The bluetooth icon will appear when bluetooth is activated. However, when wireless headset is connected, the bluetooth icon disappears.



The headset icon will appear when the wireless headset is connected.

Display Backlight

The display backlight automatically turns on when an incoming call or message arrives, or if a key is pressed.

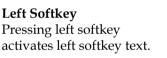
The backlight turns off when the handset is idle after a preset period of time delay.

You can disable the backlight to save power, refer to "Turning Backlight Off" on page 54 for more information.

Navigating Handset

The main part of the functions of the handset are grouped into different menus. In the following sections you will find a description of how to navigate these menus. For more information about the content of the different menus, refer to "Using the Menu" on page 27.

You navigate the handset using two softkeys and a four-way navigation key. The figure below illustrates the connection between these keys and the text shown in display.



Use left softkey to enter main menu. When in menu, use the key to confirm your choices.



Right Softkey Pressing right softkey activates right softkey text.

Use right softkey to enter list of personal shortcuts. When in menu, use the key to return to previous menu.

Four-Way Navigation Key Use the key to move around in menus. The four lines on the key illustrate the directions you move when pressing the key.

The handset also offers both personal and predefined shortcuts to selected functions in the menu. In the end of this chapter, you will find a section describing how to use these shortcuts.

Entering Main Menu

To enter main menu press left softkey to activate Menu.

Scrolling in Menus

When in menu, press top or bottom of navigation key to scroll up and down in menu.

Confirming Choices

When in the relevant menu, press left softkey to confirm your choices.

Various terms are being used in the softkey text according to the context of the specific function.

Navigating Cursor

When in the relevant menu, press left or right side of navigation key to move cursor from side to side.

This is especially relevant when you are writing/editing words or entering/editing numbers and want to delete a letter or digit.

To delete, simply place cursor behind letter or digit and press right softkey to activate **Delete**.

Adjusting Volumes

When in the relevant menu, press left or right side of navigation key to adjust ringing and alerting volumes.

Press left side to turn volume down, or press right side to turn volume up.

Returning to Previous Menu

When in menu, press right softkey to activate **Back** or **Exit**. You now return to previous menu.

Leaving Menus

To leave menu, press the **R** key. This key will exit menu at once.

Shortcuts

The handset contains two types of shortcuts:

Personal shortcuts

Personal shortcuts consist of functions you have chosen to add to a list of shortcuts. The list is assigned to the right softkey.

Predefined shortcuts

Predefined shortcuts are unchangeable and assigned to different keys on the handset.

Personal Shortcuts

By adding specific functions to the list of shortcuts, you get quick access to functions you often use.

Note: Personal shortcuts can only be used when handset is in standby mode (on hook).

In the following you will find a description of how to add, use and remove personal shortcuts.

To add a shortcut:

- 1 While on hook, press **Shortcut** to enter the shortcut function.
- 2 Scroll to Edit shortcuts and press Select.
- **3** Scroll to the function, you want to make a shortcut to.
- 4 Press **Select** to add the function to the list of personal shortcuts.

To use a shortcut:

- 1 While on hook, press **Shortcut** to enter the shortcut function.
- 2 Scroll to the desired shortcut and press Select.

To remove a shortcut:

- 1 While on hook, press **Shortcut** to enter the shortcut function.
- 2 Scroll to Edit shortcuts and press Select.
- **3** Scroll to the desired shortcut and press **Select** to remove the function from the list of shortcuts.

Predefined Shortcuts

Predefined shortcuts are unchangeable and assigned to different keys.

In the following you will find a list of predefined shortcuts and a description of how to access and use them.

Call list (system dependent feature): While on hook, press left side of navigation key to enter call list.

- Incoming calls are illustrated with green arrows
- Outgoing calls are illustrated with blue arrows
- Missed calls are illustrated with red arrows

Exit menu: When in menu, press R.

Find name: While on or off hook, press top or bottom of navigation key.

Press bottom of navigation key to start at the top of name list with the letter a.

Press top of navigation key to start at the bottom of name list with the letter *z*.

Keypad locked/unlocked: While on hook, press **Menu** followed by ★ (Display shows the key lock icon followed by the text **Keypad locked/unlocked**).

Missed calls: While on hook, press right side of navigation key to enter a list of missed call.

Redirect a call: While on a call, press R. The feature is system dependent.

Save name and number: While on hook, enter number and press Save.

Silent on/off: While on hook, press **Menu** followed by **#**. (Display shows the silent icon followed by the text **Sient mode on/of**, and a small icon is placed in status line).

Speed dial: While on hook, press digit equivalent to number of the contact in the speed dial list continuously until call is started.

Basic Handset Options

Turning Handset On/Off

To turn handset on:

Press left softkey to turn on handset.

To turn handset off:

- **1** Press left softkey until the question '**Turn off**?' appears in display.
- **2** Press **Yes** to confirm.

Note: When you turn handset off, all content of call register and settings of time and date are deleted if the subscribed system does not resend the information to the handset.

Adjusting Speaker Volume

Adjusting speaker volume can only be done when handset is off hook. The handset will remember the speaker volume until you make a new adjustment.

During a telephone conversion you can adjust the speaker volume at any time in relation to the noise level of the surrounding environment.

Use key placed at the upper right side of handset for volume control.

To turn speaking volume up:

While off hook, press top of key to turn up volume.

To turn speaker volume down:

While off hook, press bottom of key to turn down volume.

Locking Keypad

Lock keypad to prevent keys from being accidentally pressed.

To lock/unlock keypad:

Press **Menu** followed by **★** to lock keypad.

Press **Unlock** followed by **★** to unlock keypad.

To answer a call when keypad is locked, press \checkmark . When you end the call, the keypad automatically locks.

For automatic keypad lock, refer to "Auto Key Lock" on page 53.

Making Calls

The handset must be subscribed and registered to make a call. For more information about subscribing, refer to "Creating a Login" on page 62.

For internal calls, dial extension number. Contact your system administrator for a list of these extension numbers.

For external calls, dial external code (or line pool code) to access an external line, then dial external number. Contact your system administrator to confirm what external code or line pool code to use.

Off Hook Dialling (Dial Directly)

- 1 Press 🧨 to make a call.
- **2** Dial number.
- **3** Press **/** to terminate the call.

On Hook Dialling (Pre-Dial)

- 1 Dial number.
- **2** Press **/** to make a call.
- **3** Press *C* to terminate the call.

Dial from Phone Book

The handset's phone book is familiar to an ordinary phone book. However, the find name function makes it easy to find a contact as you can jump directly to the desired contact using the quick search as described below.

- 1 Press Menu to enter main menu.
- 2 Scroll to Phone Book and press Select.
- 3 Scroll to Find name and press Select.
- **4** To find a name you can:
- **5** Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
- **6** Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 7 Press 🌈 .
- 8 If more than one number: scroll to the desired number and press 🌈 .

- **9** The display icon **7** appears until call is connected.
- 10 Press again to terminate the call.Note: For more information about using your phone book, refer to "Phone Book" on page 30.

Dial from Call List

Call list shows up to 40 of your latest incoming, outgoing and missed calls (system dependent feature). When memory of call list is full, the handset will automatically erase the oldest call when a new call is received in call list.

- Incoming calls are illustrated with green arrows
- Outgoing calls are illustrated with blue arrows
- Missed calls are illustrated with red arrows

To dial from call list:

- 1 While on hook, press left side of navigation key to enter call list.
- **2** Scroll to the desired name or number and press *(*.

Note: When you turn off the handset, all content of call list is deleted if the subscribed system does not resend the information to the handset.

Dial from Call Register

The call register menu stores up to 40 of your incoming, outgoing and missed calls. The calls are classified in three groups: incoming calls, outgoing calls and missed calls.

If memory of call register is full, the handset will automatically erase the oldest call when a new call is received in call register. If you want to delete calls from call register manually, refer to "Delete" on page 38.

To dial from call register:

- Press Menu to enter main menu.
- **2** Scroll to **Call register** and press **Select**.
- **3** Scroll to the desired list and press **Select**.
- **4** Scroll to the desired name or number and press *(* .

For more information about call register, refer to "Call Register" on page 35.

Note: When you turn off the handset, all content of call register is deleted if the subscribed system does not resend the information to the handset.

Redial

- 1 Press Menu to enter main menu.
- 2 Scroll to Call register and press Select.
- 3 Scroll to Outgoing calls and press Select.
- **4** Scroll to the desired name or number and press *(* .

Speed Dial

If you have assigned a number to one of the speed-dialing keys 0-9, do the following:

While on hook, press digit equivalent to number of the contact in the speed dial list continuously until call is started.

Note: For more information about adding number to speed dial, refer to "Adding to Speed Dial" on page 32.

Answering Calls

The handset must be subscribed and registered to answer a call. For more information about subscribing, refer to "Creating a Login" on page 62.

When handset rings, display shows the icon for incoming calls **and** the caller information appears below if supported by the subscribed system.

- Press 🌈 to answer a call when your handset rings.
- Note: You can distinguish between an internal and external call by the ring tone. The ring tone of an internal call is followed by three short beeps (system dependent feature).

Auto Answer

When auto answer is turned on, the handset automatically goes off hook when an incoming call arrives.

If subscribed to a wireless solution, the handset automatically goes on hook when calls are terminated.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Auto answer** and press **Select**.
- 4 Scroll to On or Off and press Change.

Note: When charging, auto answer is inactive.

Mute a Call

Press Silence and the ring signal is muted.

Reject a Call

Note: Rejecting a call is system dependent. If supported by the subscribed system, do the following:

Press Reject to refuse the call. The rejected call is registered as a missed call.

Redirect a Call

Note: Redirecting a call is system dependent. If supported by the subscribed system, do the following:

1 While on a call, press **R**.

- **2** Dial number of the person you want to redirect the call to and press **Ok**. If you want to withdraw the call, press **R**.
- **3** Press *r* to terminate the call..

During Calls

When you are on a call, you have three options as described in the following. Two of the options concern whether you want to make parts of a call public or personal. It is possible to turn both of these options on at the same time. The last and third option is to enter and use the phone book, while you are on a call.

Turning Loadspeaker On/Off

Turning loadspeaker on allows other people in the room to listen to and participate in the conversation. You may set the handset on a desk or table and leave your hands free.

To turn loadspeaker on/off:

- 1 While on a call, press Loud on to turn loudspeaker on.
- 2 To turn loudspeaker off, press Loud off.

Turning Microphone Mute On/Off

Turning microphone mute on will mute your voice. That is you can hear the other party but they cannot hear you.

- 1 While on a call, press **Mic Mute** to turn microphone mute on.
- **2** To turn microphone mute off, press **Mic on**.

Entering Phone Book

While on a call, you can access the find name function to scroll through names and numbers using predefined shortcuts (up/down navigation keys). For more information about entering phone book, refer to "Predefined Shortcuts" on page 17. For more information about using phone book, refer to "Phone Book" on page 30.

Using the Menu

The handset offers a range of functions that are grouped into menus. The main menu consists of seven menus: Phone Book, Call Register, Messages, MSF Function, External Services, Status and Settings.

For more information about accessing and navigating the menu, refer to "Navigating Handset" on page 15.

Note: If handset is in menu mode, and an incoming call arrives, then menu will be dropped and the call handled as usual. When call is terminated, the handset returns to menu mode.

Description of Menus

In the following you will find a short description of the seven menus. For more information about a specific menu, see reference in the end of each description or "List of Menu Functions" on page 28, which will give you a quick overview of the functions of each menu.

Phone Book

You can store numbers and names in your phone book.

The phone book can store up to 250 names with up to four numbers each. A maximum of 24 digits, including spaces, is allowed for each number. Names are sorted alphabetically starting with their first character.

For more information about using phone book, refer to "Phone Book" on page 30.

Call Register

The call register keeps track of all your recent calls as it stores up to 40 of your incoming, outgoing and missed calls.

For more information about call register, refer to "Call Register" on page 35.

Messages

If supported by the subscribed system, you can send and receive messages from the messages menu.

All messages is automatically stored in inbox or outbox. Messages can store up to 20 messages. A maximum of 72 letters, including spaces, is allowed for each message.

For more information about reading, writing and sending messages, refer to "Messages" on page 40.

MSF Function

MSF Function is a special function based on MSF (Message Service Function). The function requires special software in the main system.

External Services

External Services are features placed in the main system, and only available if the handset is subscribed to a KIRK solution. External Services include: "View Clip Stack", "Delete Clip Stack" and "Local Phone Book". The Local Phone Book is a common phone book for all handsets subscribed to the actual system, and all handsets subscribed to the system are listed in the phone book. Additional numbers can be added to the phone book by the system administrator.

Status

Status provides a quick overview of some of the handset settings and works as a shortcut, which makes it easy to change the basic settings according to your needs. For more information about changing basic settings, refer to "Status" on page 49.

Settings

Settings offer you the opportunity to customize the handset according to your needs. The settings can be changed at any time.

For more information about customizing the handset, refer to "Settings" on page 51 or "Advanced..." on page 60.

List of Menu Functions

In the following you will find a list of the different menu functions. The list gives a quick overview where to find the desired function of the handset.

Phone Book

- 1 Find name
- 2 Add name/number
- **3** Speed dial
- 4 Delete

Call Register

- 1 Incoming calls
- 2 Outgoing calls
- 3 Missed calls
- 4 Delete

Messages

- 1 New message
- 2 Inbox
- 3 Outbox
- 4 Erase messages
- 5 Templates
- MSF Function
 - 1 Number:

Status

- 1 Silent
- 2 Headset
- 3 Auto answer
- 4 Battery
- 5 Ringing tone
- 6 Volume
- 7 Firmware version

Settings

- 1 Ringing volume
- 2 Ringing tone
- 3 Alerting volume
- 4 Vibrator
- 5 Silent mode
- 6 Auto key lock
- 7 Backlight
- 8 Auto answer
- 9 Out of range
- 10 Bluetooth
- 11 Advanced...

Phone Book

You can store numbers and names in your phone book.

The phone book can store up to 250 names with four numbers each. A maximum of 24 digits, including spaces, is allowed for each number. Names are sorted alphabetically starting with their first character.

If the display shows **Memory full**, it is necessary to delete one or more names from the phone book (refer to "Deleting Contact" on page 33).

Using the Alphanumeric Keyboard

The normal dialling keys (0-9) are used for writing the name to be placed in the phone book. By pressing the keys a certain number of times the related letters will appear in the display.

Spaces are made by using the 0-key.

Key \star changes between uppercase and lowercase letters, which is indicated on the top left-hand corner of the display.

Pressing left or right side of navigation key will move the cursor.

To delete letters, place cursor behind letter and press Delete.

Managing an Existing Contact

The phone book menu offers a range of possibilities to manage existing contacts and makes it easy to add, edit or delete name and number.

Note: It is possible to add up to four numbers to a contact.

Finding Contact in Phone Book

The handset's phone book is familiar to an ordinary phone book. However, the find name function makes it easy to find a contact as you can jump directly to the desired contact using the quick search as described below.

- 1 Press Menu to enter main menu.
- 2 Scroll to Phone Book and press Select.
- **3** Scroll to **Find name** and press **Select**.
- **4** To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- **5** It is also possible to reach phone book without entering menu using a shortcut (refer to "Predefined Shortcuts" on page 17).

Dialing Contact from Phone Book

To dial from phone book, refer to "Dial from Phone Book" on page 21.

Editing Name/Number

You can edit name and number of a contact in phone book at any time.

- **1** Press **Menu** to enter main menu.
- 2 Scroll to Phone Book and press Select.
- **3** Scroll to **Find name** and press **Select**.
- **4** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Press Details.
- **6** If more than one number: scroll to the desired number and press **Select**.
- 7 Scroll to Edit name/number and press Select.
- 8 Edit Name using the digits 0-9 (refer to "Using the Alphanumeric Keyboard" on page 30).
- **9** Scroll to **Number** and edit number using the digits 0-9.
- **10** Press **Save** to store your changes.

Adding New Number

You can add a new number to a contact in phone book at any time. It is possible to add up to four numbers to each contact.

- 1 Press Menu to enter main menu.
- **2** Scroll to **Phone Book** and press **Select**.
- **3** Scroll to **Find name** and press **Select**.
- **4** To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Press Details.
- **6** If more than one number, press **Select**.
- 7 Scroll to Add new number and press Select.
- 8 Enter the new number using the digits 0-9 and press Save.
- **9** Repeat step 7-8 to add another number to the contact.

Adding to Speed Dial

You can assign a number to one of the speed-dialing keys 0-9. This way you only need to press a single digit to find name and number of the contact, you want to phone.

Note: A maximum of 10 speed dial numbers is allowed.

For more information about making a call using speed dial, refer to "Speed Dial" on page 23.

- 1 Press Menu to enter main menu.
- 2 Scroll to Phone Book and press Select.
- **3** Scroll to **Find name** and press **Select**.
- **4** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Press Details.
- **6** If more than one number: scroll to the desired number and press **Select**.
- 7 Scroll to Add to speed dial and press Select.
- **8** Scroll to the desired position and press **Add name**.
- 9 If position is occupied, press Yes to replace existing speed dial.

Deleting Number

You can delete a single number at any time and still keep the rest of the belonging numbers of a contact. If you want to delete a contact and all belonging numbers, refer to "Deleting Contact" on page 33.

- 1 Press Menu to enter main menu.
- 2 Scroll to **Phone Book** and press **Select**.

- **3** Scroll to **Find name** and press **Select**.
- **4** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Press Details.
- **6** If more than one number: scroll to the desired number and press **Select**.
- 7 Scroll to Delete number and press Select.
- 8 Press Ok to confirm.

Deleting Speed Dial

Use this function to delete a speed dial number, or replace it with a new speed dial when necessary. For more information about replacing a speed dial, refer to "Adding to Speed Dial" on page 32.

- 1 Press Menu to enter main menu.
- 2 Scroll to Phone Book and press Select.
- **3** Scroll to **Delete** and press **Select**.
- 4 Scroll to Speed dial number and press Select.
- 5 Scroll to the desired speed dial number and press Delete.

Deleting Contact

Use the delete name and number function if you want to delete a contact and all the belonging numbers. If you only want to delete a single number and keep the contact and the rest of the belonging numbers, refer to "Deleting Number" on page 32.

- 1 Press **Menu** to enter main menu.
- 2 Scroll to Phone Book and press Select.
- 3 Scroll to Find name and press Select.
- **4** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Press Details.
- **6** If more than one number, press **Select**.
- 7 Scroll to Delete name/number and press Select.

8 Press OK to confirm.

Adding New Contact

Use the add name/number function when you want to add a new contact to phone book.

Note: It is possible to add up to four numbers to a contact.

- 1 Press Menu to enter main menu.
- 2 Scroll to Phone Book and press Select.
- 3 Scroll to Add name/number and press Select.
- **4** Write the name of the contact using the digits 0-9 (refer to "Using the Alphanumeric Keyboard" on page 30).
- 5 Scroll to number and enter the number to be stored (max. 24 digits).
- **6** Press **Save** to store name and number.

Note: If display shows **Memory full**, it is necessary to delete one or more contacts from phone book (refer to "Deleting Contact" on page 33).

Call Register

The call register menu can store up to 40 of your incoming, outgoing and missed calls. Call register is divided into lists of: incoming calls, outgoing calls and missed calls.

If memory of call register is full, the handset will automatically erase the oldest call when a new call is received in call register. If you want to delete calls from call register manually, refer to "Delete" on page 38.

Note: When you turn off the handset, all content of call register is deleted if the subscribed system does not resend the information to the handset.

Incoming Calls

Incoming call is a list of all your incoming calls sorted by date and time of the call, starting with the latest call.

If name and number of incoming call already exist in your phone book, the incoming call will be represented with the name of the contact. If name and number do not exist in your phone book, the handset cannot recognize the number and the incoming call will only be represented by the number.

In both cases, incoming call register provides details about incoming calls, such as time, date and length of conversation.

It is possible to add name and number of an incoming call to phone book or to delete an incoming call from the list.

Viewing List of Incoming Calls

- **1** Press **Menu** to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Incoming Calls** and press **Select**.

Adding an Incoming Call to Phone Book

If you have an incoming call and the number is not in phone book it is possible to add it to phone book from the incoming call list.

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Incoming Calls** and press **Select**.

- **4** Scroll to the desired call and press **Details**.
- 5 Press Options.
- 6 Scroll to Add to phone book and press Select
- 7 Write the name of the contact using the digits 0-9 (refer to "Using the Alphanumeric Keyboard" on page 30) and press **Save**.

Deleting an Incoming Call from List

- Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Incoming Calls** and press **Select**.
- **4** Scroll to the desired call and press **Details**.
- **5** Press **Options** and scroll to **Delete from list**.
- **6** Press **Select** to confirm.

Outgoing Calls

Outgoing calls is a list of all your outgoing calls sorted by date and time of the call, starting with the latest call.

If name and number of the outgoing call already exist in your phone book, the outgoing call will be represented with the name of the contact. If name and number do not exist in your phone book, the handset can not recognize the number and the outgoing call will only be represented by the number.

In both cases, outgoing call register provides details about outgoing calls, such as time, date and length of conversation.

It is possible to add name and number of an outgoing call to your phone book, or to delete an outgoing call from the list.

Viewing List of Outgoing Calls

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Outgoing Calls** and press **Select**.

Adding an Outgoing Call to Phone Book

If you have made a call and the number is not in phone book, it is possible to add it to phone book from the outgoing call list.

- Press Menu to enter main menu.
- **2** Scroll to **Call Register** and press **Select**.

- **3** Scroll to **Outgoing Calls** and press **Select**.
- **4** Scroll to the desired call and press **Details**.
- 5 Press Options.
- 6 Scroll to Add to phone book and press Select.
- 7 Write the name of the contact using the digits 0-9 (refer to "Using the Alphanumeric Keyboard" on page 30) and press **Save**.

Deleting an Outgoing Call from List

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Outgoing Calls** and press **Select**.
- **4** Scroll to the desired call and press **Details**.
- 5 Press Options and scroll to Delete from list.
- **6** Press **Select** to confirm.

Missed Calls

Missed calls is a list of all your missed calls sorted by date and time of the call, starting with the latest call.

If the name and number of the missed call already exist in your phone book, the missed call will be represented with the name of the contact. If the name and number do not exist in your phone book, the handset cannot recognize the number and the missed call will only be represented by the number.

In both cases, missed call register provides details about missed calls, such as time, date and length of conversation.

It is possible to add name and number of a missed call to your phone book or to delete a missed call from the list.

Viewing List of Missed Calls

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Missed Calls** and press **Select**.

Adding a Missed Call to Phone Book

If you have a missed call and the number is not in phone book, it is possible to add it to phone book from the missed call list.

1 Press Menu to enter main menu.

- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Missed Calls** and press **Select**.
- **4** Scroll to the desired missed call and press **Details**.
- 5 Press Options.
- **6** Scroll to **Add to phone book** and press **Select**.
- 7 Write the name of the contact using the digits 0-9 (refer to "Using the Alphanumeric Keyboard" on page 30) and press **Save**.

Deleting a Missed Call from List

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Missed Calls** and press **Select**.
- 4 Scroll to the desired missed call and press **Details**.
- 5 Press Options and scroll to Delete from list.
- 6 Press Select to confirm.

Delete

The call register menu can store up to 40 of your incoming, outgoing and missed calls. If the memory of call register is full, the handset will automatically erase the oldest call when a new call need to be stored in the call register.

If you want to erase manually, use the following delete functions to empty lists in the call register.

Deleting All Incoming Calls

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Delete** and press **Select**.
- 4 Scroll to Incoming calls and press Select.
- **5** Press **Yes** to empty list.

Note: If you only want to delete a single incoming call, see "Deleting an Incoming Call from List" on page 36.

Deleting All Outgoing Calls

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.

- **3** Scroll to **Delete** and press **Select**.
- 4 Scroll to **Outgoing calls** and press **Select**.
- 5 Press Yes to empty list.

Note: If you only want to delete a single outgoing call, see "Deleting an Outgoing Call from List" on page 37.

Deleting All Missed Calls

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Delete** and press **Select**.
- 4 Scroll to Missed calls and press Select.
- 5 Press Yes to empty list.

Note: If you only want to delete a single missed call, see "Deleting a Missed Call from List" on page 38.

Deleting All Calls from All Lists

- 1 Press Menu to enter main menu.
- 2 Scroll to Call Register and press Select.
- **3** Scroll to **Delete** and press **Select**.
- 4 Scroll to All calls and press Select.
- **5** Press **Yes** to empty all folders.

Messages

If supported by the subscribed system, you can write, send and receive messages from the messages menu. You write messages using the alphanumeric keyboard. For more information, refer to "Using the Alphanumeric Keyboard" on page 30.

All messages are automatically stored in inbox or outbox.

The inbox is a list of all received messages, while outbox is a list of all sent messages. Both lists are sorted by time and date, starting with the latest.

If the name and number of the message already exist as a contact in your phone book, the message in the inbox or outbox will be represented with the name of the contact. If the name and number do not exist in your phone book, the handset cannot recognize the number and the message will only be represented by the number.

If you save a message in outbox for later handling, the message will be represented by the beginning of the text message.

Inbox and outbox can store up to 20 messages in total. A maximum of 72 letters, including spaces, is allowed for each message.

If the memory of inbox and outbox is full, the handset will automatically erase the oldest message when a new message need to be stored.

If you want to delete messages from inbox or outbox manually, refer to "Erasing a Single Message" on page 47, "Erase All Read Messages from Inbox" on page 47, "Erase All Messages from Inbox" on page 47, "Erase All Messages from Outbox" on page 47 and "Erase All Messages" on page 48.

Writing and Sending a New Message

- 1 Press Menu to enter main menu.
- **2** Scroll to **Messages** and press **Select**.
- **3** Scroll to **New message** and press **Select**.
- **4** Write a message.
- 5 Optionally, you can use a template: Press Options, scroll to Use template, press Select, scroll to desired template, press Options, scroll to Select and press Select. For more information about templates, refer to "Saving a New Message as a Template" on page 41, "Saving a Received Message as a Template" on page 42, "Sending Messages Using Templates" on page 42 and "Erasing a Single Template" on page 46.
- **6** Press **Options** and scroll to **Send**.

- 7 Press Select and then press Search to find the receiver.
- **8** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- **9** Press Select.
- **10** If more than one number: scroll to desired number.
- 11 Press Select and then press Send.
- 12 When the message has been sent, the envelope icon icon will appear. Press Ok to accept.

Clearing Text Field

Use the clear text function, when you are writing a new message and want to start all over.

- 1 Press Options.
- 2 Scroll to Clear text and press Select.

Saving a New Message in Outbox

You can write a message and then save it in outbox for later handling.

- Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **New message** and press **Select**.
- **4** Write a message and press **Options**.
- 5 Scroll to Save message and press Select.
- **6** Scroll to **Outbox** and press **Select**.

Saving a New Message as a Template

After writing a message you can save it as a template for later use.

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **New message** and press **Select**.
- **4** Write a message and press **Options**.
- 5 Scroll to Save message and press Select.
- **6** Scroll to **Templates** and press **Select**.
- 7 If memory is full: press Ok.

8 Scroll to the desired position and press Select.

Saving a Received Message as a Template

You can save a message from inbox as a template for later use.

- **1** Press **Menu** to enter main menu.
- 2 Scroll to Messages and press Select.
- 3 Scroll to Inbox and press Select.
- **4** Scroll to desired message and press **Select**.
- 5 Press Options.
- 6 Scroll to Forward and press Select.
- 7 Press Options.
- 8 Scroll to Save message and press Select.
- 9 Scroll to **Templates** and press **Select**.

Sending Messages Using Templates

You can create up to 10 templates in relation to the kind of message you often need to send. To create a new template, refer to "Saving a New Message as a Template" on page 41 and "Saving a Received Message as a Template" on page 42.

When using a template in a message you have two options:

- Use a template from the very beginning of the process (see below)
- Insert a template in a message when you are in the process of writing a message (refer to "Writing and Sending a New Message" on page 40).

To use a template in a message:

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Templates** and press **Select**.
- **4** Scroll to the desired template and press **Option**.
- **5** Scroll to **Select** and press **Select**.
- **6** If relevant, write additional text.
- 7 Press Options.
- **8** Scroll to **Send** and press **Select**.
- **9** Press **Search** to find the receiver.
- **10** To find a name you can:

- Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
- Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 11 Press Select.
- **12** If more than one number: scroll to desired number.
- 13 Press Select and then press Send.

Reading a Message

In addition to the messages for general use as described in this chapter, you can receive other types of messages. These types of messages cannot be sent from your handset, but are sent from an external application. The external applications may vary from system to system. For more information, please contact your system administrator.

Examples of messages sent from an external application are:

Long messages

Long messages have a maximum length of 72 characters and are saved in inbox in the handset. If supported by the subscribed system, you can also write and send this type of messages from your handset.

Short messages

Short messages have a maximum length of 36 characters and is not saved in the handset.

• Call back messages

Call back messages also contain contact information.

In the following, you will find a description of how to read the different types of messages.

Reading a Long Message

The envelope icon rappears in the display, when you receive a long message.

To read the long message:

- 1 Press **Details** to enter inbox.
- **2** Scroll to the desired message and press **Select**. Time and date of message is shown above the text message.

Note: New messages appear in the beginning of the list as they are sorted by time and date, starting with the latest.

Note: Read messages are marked with an **X** in inbox.

To read the long message later:

If you want to read the message later, press Exit.

The envelope icon will then be placed in the status bar, indicating that there is an unread message in inbox.

Reading a Short Message

The envelope icon \square and the text message appear in the display, when you receive a short message.

To delete the short message:

• Press OK.

Reading a Call Back Message

The envelope icon , text message and contact information appear in the display, when you receive a call back message. The display shows text message and contact information alternately.

To act on the call back message:

Press \checkmark to call the call back number in the message.

To delete the call back message:

Press Ok.

Replying a Message

When you want to reply a message from your inbox, you have three options:

- Write a new message in an empty screen
- Write in continuation of original text (received message)
- Insert a template

Reply Using an Empty Screen

- 1 Press Menu to enter main menu.
- **2** Scroll to **Messages** and press **Select**.
- **3** Scroll to **Inbox** and press **Select**.
- **4** Scroll to the desired received message and press **Select**.
- **5** Press **Options**.
- **6** Scroll to **Reply** and press **Select**.

- 7 Scroll to Empty screen and press Select.
- **8** Write a message and press **Options**.
- 9 Scroll to Send and press Select.
- 10 Press Send.

Reply in Continuation of Original Text

Note: Original text refers to the received text message.

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Inbox** and press **Select**.
- 4 Scroll to the desired received message and press Select.
- 5 Press Options.
- 6 Scroll to **Reply** and press **Select**.
- 7 Scroll to **Original text** and press **Select**.
- 8 Write a message in continuation of received message and press **Options**.
- **9** Scroll to **Send** and press **Select**.
- 10 Press Send.

Reply Using a Template

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Inbox** and press **Select**.
- **4** Scroll to the desired message and press **Select**.
- 5 Press Options.
- **6** Scroll to **Reply** and press **Select**.
- 7 Scroll to Template and press Select.
- 8 Scroll to the desired template and press **Options**.
- 9 Scroll to Select and press Select.
- **10** If relevant, write additional text.
- 11 Press Options.
- 12 Scroll to Send and press Select. Then press Send.

Forwarding a Message

If you want to forward a message to a contact, do the following:

1 Press Menu to enter main menu.

- 2 Scroll to Messages and press Select.
- **3** Scroll to **Inbox** and press **Select**.
- 4 Scroll to the desired received message and press Select.
- 5 Press Options.
- **6** Scroll to **Forward** and press **Select**.
- 7 Press Send and then press Search.
- **8** To find a name you can:
 - Scroll until you reach the desired name. To scroll through the names quickly press the navigation key continuously.
 - Use quick search by pressing the first letter(s) (max. 5 letters) of the desired name (refer to "Using the Alphanumeric Keyboard" on page 30).
- 9 Press Select
- **10** If more than one number: scroll to desired number.
- 11 Press Select and then press Send.

Resending a Message

If you want to resend a message to a contact, do the following:

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Outbox** and press **Select**.
- **4** Scroll to the desired message and press **Select**.
- 5 Press Options.
- **6** Scroll to **Resend** and press **Select**.
- 7 Press Options.
- **8** Scroll to **Send** and press **Select**.
- 9 Press Send.

Erasing a Single Template

Use this function to delete a template, or replace the template with a new template when the memory is full. For more information about replacing a template, refer to "Saving a New Message as a Template" on page 41.

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Templates** and press **Select**.
- **4** Scroll to the desired template and press **Options**.
- 5 Scroll to Erase and press Select.

6 Press **Yes** to erase the template.

Erasing a Single Message

The handset will automatically erase the oldest message when the memory of inbox and outbox is full (refer to "Messages" on page 40).

If you want to delete a message manually, do the following:

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Inbox** or **Outbox** and press **Select**.
- **4** Scroll to the desired message and press **Select**.
- 5 Press Options.
- **6** Scroll to **Erase** and press **Select**.
- 7 Press Yes to erase the message.

Erase All Read Messages from Inbox

Use this function to erase all read messages from inbox. This way you do not risk erasing messages that you have not had time to read yet.

- 1 Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Erase messages** and press **Select**.
- 4 Scroll to All read and press Select.
- 5 Press Yes to erase all read messages from inbox.

Erase All Messages from Inbox

Use this function to erase all messages from inbox.

- Press Menu to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Erase messages** and press **Select**.
- 4 Scroll to **Inbox** and press **Select**.
- **5** Press **Yes** to erase all messages from inbox.

Note: If you only want to erase a single message from inbox, refer to "Erasing a Single Message" on page 47.

Erase All Messages from Outbox

Use this function to erase all messages from your outbox.

1 Press Menu to enter main menu.

- 2 Scroll to Messages and press Select.
- **3** Scroll to **Erase messages** and press **Select**.
- 4 Scroll to **Outbox** and press **Select**.
- **5** Press **Yes** to erase all messages from outbox.

Note: If you only want to erase a single message from the outbox, see "Erasing a Single Message" on page 47.

Erase All Messages

Use this function to erase all messages from inbox and outbox. If you want to be sure not to erase unread messages, refer to "Erase All Read Messages from Inbox" on page 47.

- 1 Press **Menu** to enter main menu.
- 2 Scroll to Messages and press Select.
- **3** Scroll to **Erase messages** and press **Select**.
- 4 Scroll to All and press Select.
- **5** Press **Yes** to erase all messages from all folders.

Status

The status menu provides an overview of some of the handset settings and works as a shortcut to these making it easy to change the settings according to your needs. The status menu also provides information about battery capacity.

In the following you will find a description of the settings to be found in the status menu.

Silent

When silent mode is turned on, the handset will not ring when a call arrives. However, you will still be able to see the arriving call in the display.

For more information about changing settings for silent mode, refer to "Silent Mode" on page 53.

Headset

Using headset allows you to keep up your activities and use the phone at the same time.

For more information about changing settings for headset, refer to "Scroll to On or Off and press Change." on page 60.

Auto Answer

When auto answer is turned on, the handset automatically goes off hook when ringing.

If subscribed to a wireless solution, the handset automatically goes on hook when calls are terminated.

For more information about changing settings for auto answer, refer to "Auto Answer" on page 55.

Battery

The battery function shows remaining battery capacity.

The indication on the display is not necessarily an exact reflection of the remaining speech time, but only an indication of the voltage on the battery.

To check remaining battery capacity:

- 1 Press Menu to enter main menu.
- 2 Scroll to Status and press Select.

Ringing Tone

The ring tone is followed by a number indicating the chosen tone of the ringer.

You can distinguish between an internal and external call by the ring tone. The ring tone of an internal call is followed by three short beeps (system dependent feature).

For more information about changing ring tone, refer to "Ringing Tone" on page 51.

Volume

Adjusts ringing volume according to the noise level of the surrounding environment.

For more information about adjusting ringing volume, refer to "Ringing Volume" on page 51.'

Firmware Version

- 1 Press Menu to enter main menu.
- 2 Scroll to Status and press Select.
- **3** Scroll to **Firmware version** and press **Select**.

Battery

Settings

The setting menu offers you the opportunity to customize the handset according to your needs. The settings can be changed at any time. The setting menu consists of: ringing volume, ringing tone, alerting volume, vibrator, silent mode, auto key lock, backlight, auto answer, out of range and advanced settings.

Note: Advanced settings are described separately in the next chapter.

In the following you will find a description of how to customize the handset.

Ringing Volume

To adjust the volume of the ring tone:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Ringing volume** and press **Select**.
- **4** Press left or right side of navigation key to adjust the volume of the ring tone.
- 5 Press Set.

Ringing Tone

The ring tone is followed by a number indicating the chosen tone of the ringer.

You can distinguish between an internal and external call by the ring tone. The ring tone of an internal call is followed by three short beeps (system dependent feature).

To choose a new ring tone:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Ringing tone** and press **Select**.

4 Scroll to the desired ring tone and press **Change** to select and listen to the chosen ring tone. Repeat the process if you want to choose and listen to other ring tones.

Alerting Volume

Alerts are short beeps that appear when:

- You receive a new message.
- You send a message.
- The handset is moving out of range.
- The handset is out of range.
- The battery capacity is low.
- You create a login.

To adjust alerting volume:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Alerting volume** and press **Select**.
- **4** Press the left or right side of the navigation key to adjust the volume of the ringer.
- 5 Press Set.

Vibrator

When vibrator is turned on, the handset will vibrate when an incoming call arrives.

To turn vibrator on/off:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Vibrator and press Select.
- 4 Scroll to On or Off and press Change.Note: When charging, handset will not vibrate.

Silent Mode

When silent mode is turned on, the handset will not ring when a call arrives. However, you will still be able to see the arriving call in the display.

To turn silent mode on/off:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Silent mode and press Select.
- 4 Scroll to On or Off and press Change.

Note: It is also possible to turn Silent mode on or off without entering menu. While on hook, press **Menu** followed by **#**.

Changing Settings of Silent Mode

When silent mode is turned on, you can select other ways of indicating incoming calls or messages:

• Display flashing

When turned on, the display will flash when an incoming call or message arrives.

Vibrator

When turned on, the handset will vibrate when an incoming call or message arrives.

• Short ring

When turned on, a short ring will appear when an incoming call arrives.

To change settings of silent mode:

1 Press Menu to enter main menu.

- 2 Scroll to Settings and press Select.
- **3** Scroll to **Silent Mode** and press **Select**.
- 4 Scroll to Settings and press Change.
- **5** Scroll to the desired setting and press **Select**.

Auto Key Lock

Use auto key lock to prevent keys from being accidentally pressed.

With auto keylock turned on the handset will automatically lock keypad after 30 seconds. To manually lock/unlock keypad, press **Menu** followed by **★**.

To turn auto key lock on/off:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Auto key lock** and press **Select**.
- **4** Scroll to **On** or **Off** and press **Change**.

To answer a call when auto key lock is on, press \checkmark . When you end the call, keypad automatically locks.

Backlight

The display backlight automatically turns on when an incoming call or message arrives, or a key is pressed.

The backlight turns off when handset is in standby mode after a preset period of time delay.

Setting Backlight at Dimmed

When setting display backlight at dimmed, display information can still be seen vaguely when handset is in standby mode.

- 1 Press Menu to enter main menu.
- **2** Scroll to **Settings** and press **Select**.
- **3** Scroll to **Backlight** and press **Select**.
- 4 Scroll to **Dimmed** and press **Change**.

Turning Backlight Off

Turning display backlight off when handset is in standby mode will save battery power.

- 1 Press Menu to enter main menu.
- **2** Scroll to **Settings** and press **Select**.
- **3** Scroll to **Backlight** and press **Select**.
- 4 Scroll to Off and press Change.

Adjusting Backlight Delay

You can adjust the period of time before backlight turns off when handset is in standby mode.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Backlight** and press **Select**.

- 4 Scroll to Delay and press Change.
- **5** Press left and right side of navigation key to adjust backlight delay.
- 6 Press Set.

Auto Answer

When auto answer is turned on, the handset automatically goes off hook when an incoming call arrives.

If subscribed to a wireless solution, the handset automatically goes on hook when calls are terminated.

- 1 To turn auto answer on/off:
- 2 Press Menu to enter main menu.
- **3** Scroll to **Settings** and press **Select**.
- 4 Scroll to Auto answer and press Select.
- 5 Scroll to On or Off and press Change.

Note: When charging, auto answer is inactive.

Changing Settings of Auto Answer

When auto answer is turned on, you can select different situations where to use auto answer.

Settings of auto answer are:

Lift from charg.

When turned on, the handset automatically goes off hook when removed from charger.

After 1. ring

When turned on, the handset automatically goes off hook after the first ring.

When headset

When turned on, the handset automatically goes off hook, when you are using a headset.

Loadspeaker on

When turned on, the handset automatically goes off hook and turns on loadspeaker.

To change settings of auto answer:

- 1 Press Menu to enter main menu.
- 2 Scroll to **Settings** and press **Select**.

- **3** Scroll to **Auto answer** and press **Select**.
- **4** Scroll to **Settings** and press **Change**.
- **5** Scroll to the desired setting and press **Select**.

Out of Range

The out of range indicator appears when handset is moving out of or already is out of range of base station.

Note: When the handset has been outside the coverage area, it can take up to 30 seconds before the handset is back on the system after re-entering coverage area.

To turn out of range on/off:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Out of range** and press **Select**.
- 4 Scroll to **On** or **Off** and press **Change**.

Changing Settings of Out of Range

The handset offers two types of out of range alerts:

- Icon only
- Tone (beep) + icon

With the out of range indicator turned on:

- If handset is moving out of range, the low signal icon signal icon will appear in display.
- If the handset gets out of range, the no signal icon 🔊 will appear in display. If tone + icon is selected, beeps will appear with short intervals as long as the handset is out of range.

To change the settings:

- 1 Press Menu to enter main menu.
- **2** Scroll to **Settings** and press **Select**.
- **3** Scroll to **Out of range** and press **Select**.
- 4 Scroll to Settings and press Change.
- **5** Scroll to the desired alert and press **Select**.

Bluetooth (only KIRK 6040)

Bluetooth allows you to connect the handset to a compatible device with bluetooth connectivitiy within 10 metres (32 feet). When a wireless headset is connected to the KIRK 6040, it is possible to disconnect the headset from the handset (12.10.5), to connect the headset to the handset again (12.10.6), to remove the headset from the device list (12.10.7), to connect automatically to the handset (12.10.8), to adjust the headset volume (12.10.9), to switch the audio between the headset and the handset (12.10.10), and finally it is possible to redial the last number entered in the handset (12.10.11).

Activate Bluetooth Function

To use the bluetooth funcition, you must activate the bluetooth function.

- 1 Press Menu to enter main menu.
- 2 Scroll to **Settings** and press **Select**.
- **3** Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to Active and press Select.
- **5** Scroll to **On** and press **Select**. The Bluetooth function is now activated.

Pair Wireless Headset with the Handset

When setting up a bluetooth connection, you will need to search for a compatible device with bluetooth connectivity in order to pair this device to your handset. You will need a pin code of 1-16 numeric characters. (Consult the user guide of the Bluetooth headset for the pin code information). You are only asked to enter this pin code the first time you connect to the device.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- **4** Scroll to **Search** to search for compatible bluetooth headset and press **Select**.
- **5** Select the headset code number listed in the display of the handset and press **Stop**, then press **Add**.
- 6 Enter pin code and press Ok .
- 7 Press Ok, and press Options in order to connect to the headset.
- **8** Scroll to **Connect** and press **Select**.
- **9** Press **Ok**. The wireless headset is now connected to your KIRK 6040 Handset.

Deactivate Bluetooth

1 Press Menu to enter main menu.

- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- **4** Scroll to **Active** and press **Select**.
- **5** Activate **Off** by pressing **Select**. Bluetooth is now deactivated, and any bluetooth device connected to the handset has now been disconnected.

Activate Bluetooth Again

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to Device list and press Select.
- **5** Press **Yes**, and Bluetooth is activated again.
- 6 Press Options and scroll to Connect.
- 7 Press Select to connect to the headset again.

Disconnect Wirelees Headset.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Bluetooth and press Select.
- 4 Scroll to Active and press Select.
- **5** Scroll to **Disconnect headset**, press **Select** and press **Yes** to disconnect the headset.

Connect Wireless Headset again

- Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- **4** Scroll to **Active** and press **Select**.
- 5 Activate **On** by pressing **Select**, then press **Exit**.
- **6** Press **Options** and scroll to **Connect**.
- 7 Press Select, then press Ok. The wireless headset is now connected to your KIRK 6040 Handset.

Remove Wireless Headset from the Device List

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.

- **3** Scroll to **Bluetooth** and press **Select**.
- **4** Scroll to **Device list** and press **Select**.
- 5 Press Options.
- 6 Scroll to Delete and press Select.
- 7 Press Yes to remove the headset from the device list.

Auto Connect

It is possible to connect automatically to the handset when the headset is turned on.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- 4 Scroll to Active and press Select.
- 5 Scroll to Settings and press Select.
- **6** Activate **Auto connet** by pressing **Select**, then press **Back**. The wireless headset will now connect automatically to the handset when the headset is turned on.

Wireless Headset Volume

When the handset is on hook, it is possible to adjust the start speaking volume of the wireless headset.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Bluetooth** and press **Select**.
- **4** Scroll to **Active** and press **Select**.
- **5** Scroll to **Settings** and press **Select**.
- **6** Scroll to **Headset** volume and press **Select**.
- 7 Press left or right side of navigation key to adjust the volume.

Switch Between Wireless Headset and Handset

When the headset is active and the handset is off hook, the audio can be switched between the headset and the handset

- 1 Activate handset / headset soft key by pressing the left or the right side of the navigation key.
- **2** Press **Handset**, and the audio is switched to the handset.
- **3** Press **Headset**, and the audio is switched back to the headset.

Last Number Redial

Consult the user guide of the wireless headset for last number redial instructions.

Advanced...

In the setting menu it is also possible to define the following advanced settings: language, any key answer, headset, long key, login and time and date.

Language

There are 12 predefined languages in the handset: English, Spanish, French, German, Dutch, Czech, Italian, Danish, Norwegian, Swedish, Polish and Finnish.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- 4 Scroll to Language and press Select.
- 5 Scroll to the desired language and press Select.

Any Key Answer

When turned on, you can answer a call by pressing any key.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- 4 Scroll to Any key answer and press Select.
- 5 Scroll to On or Off and press Change.

Long Key

The long key function supports system features and defines a long key press to digits between 0-9. The long key press can be defined as speed dials (refer to "Speed Dial" on page 23) or as MSF messages. MSF messages are system dependent. If supported by the subscribed system, a MSF message sent to the system could for example return system features to the handset.

To change long key definition:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.

- **3** Scroll to **Advanced** and press **Select**.
- **4** Scroll to **Long key** and press **Select**.
- **5** Scroll to desired definition and press **Change**.

Login

Before you can use the registered handset it is necessary to subscribe the handset to a system (login). The handset can be subscribed to up to 10 different systems. To subscribe to a system, refer to "Creating a Login" on page 62.

Selecting a Login

If you want to change to another system manually, do the following:

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- **4** Scroll to **Login** and press **Select**.
- 5 Scroll to Select Login and press Select.
- **6** Scroll to the desired login and press **Select**.

Removing a Login

Logins can be removed from the system in use and from the 9 other systems (if connected).

Note: Removing a login requires a password. Password is factory set at 0000.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- 4 Scroll to Login and press Select.
- **5** Scroll to **Remove login** and press **Select**.
- **6** Scroll to the desired login and press **Select**.
- 7 Enter your password and press **Ok**.
- **8** If the system in use is removed, it is necessary to select one of the remaining systems or to subscribe to a new one.

Note: If one of the systems not chosen is removed, the handset remains connected to the system in use.

Creating a Login

To create a login, the system must allow subscriptions to be made. Some systems also require an Authentication Code (AC). If more than one system currently permits subscription, you will need to know the ID of the system to which you want to subscribe. Authentication Codes and system ID's will be provided be the system administrator.

You can subscribe up to 15 systems, that is create 15 logins.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- 4 Scroll to Login and press Select.
- **5** Scroll to **Create login** and press **Select**. The handset will start searching for a system.
- **6** Scroll to the found system and press **Select**.
- 7 If required, enter an AC Code and press Ok to connect to the system.
- 8 Press Ok.

Note: If the handset is already subscribed to 15 systems, you will have to remove a subscription before creating a new subscription (refer to "Removing a Login" on page 61).

Selecting Login Automatically

When auto login is turned on, the handset automatically change to another system when necessary. Auto login should only be used when systems are separate, with no overlaps.

Note: To activate auto login your handset must be subscribed to at least two systems.

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to **Advanced** and press **Select**.
- 4 Scroll to Login and press Select.
- 5 Scroll to Auto login and press Select.
- **6** If **Off** is selected, press **Change** to select **On**.

The handset automatically selects a system. The selected system is marked with an A.

Time & Date

Note: When you turn off the handset, the settings of time are deleted if the subscribed system does not resend the information to the handset.

Choose Time Format

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Advanced and press Select.
- 4 Scroll to **Time & date** and press **Select**.
- 5 Scroll to Time format and press Select.
- **6** Scroll to desired time format and press **Change**.

Set Time

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Advanced and press Select.
- 4 Scroll to **Time & date** and press **Select**.
- 5 Scroll to Change time and press Select.
- **6** Place cursor on the digit, you want to change.
- 7 Press a digit. The cursor will then automatically jump to the next digit.
- 8 Press Change.

Choose Date Format

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- **3** Scroll to Advanced and press Select.
- 4 Scroll to **Time & date** and press **Select**.
- 5 Scroll to Date format and press Select.
- **6** Scroll to desired date format and press **Change**.

Set Date

- 1 Press Menu to enter main menu.
- 2 Scroll to Settings and press Select.
- 3 Scroll to Advanced and press Select.
- 4 Scroll to **Time & date** and press **Select**.
- 5 Scroll to Change date and press Select.
- **6** Scroll to desired date format and press Change.
- 7 Place cursor on the digit, you want to change.
- 8 Press a digit. The cursor will then automatically jump to the next digit.

Advanced...

9 Press Change.

General Information

Troubleshooting

The handset does not ring.

Check whether Silent mode is turned On.

The handset cannot find a system ID at Create Login.

Check whether the system is set to allow subscriptions.

The handset cannot subscribe even if system ID has been found.

Check if Authentication Code is necessary.

Not possible to turn on the handset.

Check if battery is connected. If yes, charge the battery.

The handset turns off when receiving a call and going off-hook.

Charge the battery. If still a problem change the battery as it might be defective.

Information

Error information

Improper function of the handset might be related to the infrastructure to which the handset is connected to.

Before declaring a handset for repair be sure that the main system is operating properly.

Technical Specification

Approvals

EN 60950-1: 2006, EN 301 489-1 v.1.8.1 (2008-04)

EN 301 489-6 v.1.3.1 (2002-08), EN 301 489-17 v.1.2.1 (2002-08)

EN 301 406 v.1.5.1 (2003-07), EN 300 328 v.1.7.1 (2006-10)

EN 55024:1998+A1:2001+A2:2003 (Charger only)

EN 55022:2006+A1:2007 (Charger only)

EN 50360:2001

Size and weight

Size: 148 x 50.4 x 21.6mm

Weight: 123 g incl. battery ± 10 g

Capacity 6020/6040

Active talking time up to 24 hours.

Standby time up to 200 hours.

Capacity 6040 with bluetooth turned on

Active talking time up to 15 hours.

Standby time up to 100 hours.

Temperature

Operating temperature: -10-55°C.

Effective charging range of this system is 0-28°C.

IP Rating

IP64 (Dust and water splash proof) according to EN60529.

Drop Test

According to IEC 60068-2-31 (2008-05).

Vibration Test

According to IEC 60068-2-6 (2007-12).

Bump Test

According to IEC 60068-2-27 (2008-2).

International Regulatory and Product Information

Table 1-3 CE

This KIRK 6020 / 6040 Handset has been marked with the CE mark. This mark indicates compliance with EEC Directive 1999/5/EC. A full copy of the Declaration of conformity can be obtained from Polycom Ltd, 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

Table 1-4	1999/5/EF
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Cesky [Czech]:	Polycom (UK) Ltd tímto prohlašuje, že tento KIRK 6020 / 6040 Handset je ve shode se základními požadavky a dalšími príslušnými ustanoveními smernice 1999/5/ES.
Dansk [Danish]:	Undertegnede Polycom (UK) Ltd erklærer herved, at følgende udstyr KIRK 6020 / 6040 Handset overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.
Deutsch [German]:	Hiermit erklärt Polycom (UK) Ltd, dass sich das Gerät KIRK 6020 / 6040 Handset in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
Eesti [Estonian]:	Käesolevaga kinnitab Polycom (UK) Ltd seadme KIRK 6020 / 6040 Handset vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.
English:	Hereby, Polycom (UK) Ltd. declares that this KIRK 6020 / 6040 Handset is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español [Spanish]:	Por medio de la presente Polycom (UK) Ltd declara que el KIRK 6020 / 6040 Handset cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Ελληνική [Greek]:	ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Polycom (UK) Ltd ΔΗΛΩΝΕΙ ΟΤΙ KIRK 6020 / 6040 handset ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.
Français [French]:	Par la présente Polycom (UK) Ltd déclare que l'appareil KIRK 6020 / 6040 Handset est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.

Table 1-4	1999/5/EF
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Italiano [Italian]:	Con la presente Polycom (UK) Ltd dichiara che questo KIRK 6020 / 6040 Handset è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Íslenska (Icelandic):	Hér með lýsir Polycom (UK) Ltd yfir því að KIRK 6020 / 6040 Handset er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC
Latviski [Latvian]:	Ar šo Polycom (UK) Ltd deklare, ka KIRK 6020 / 6040 Handset atbilst Direktivas 1999/5/EK butiskajam prasibam un citiem ar to saistitajiem noteikumiem.
Lietuviu [Lithuanian]:	Šiuo Polycom (UK) Ltd deklaruoja, kad šis KIRK 6020 / 6040 Handset atitinka esminius reikalavimus ir kitas 1999/5/EB Direktyvos nuostatas.
Nederlands [Dutch]:	Hierbij verklaart Polycom (UK) Ltd dat het toestel KIRK 6020 / 6040 Handset in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Malti [Maltese]:	Hawnhekk, Polycom (UK) Ltd, jiddikjara li dan [il-mudel tal-prodott] jikkonforma mal-htigijiet essenzjali u ma provvedimenti ohrajn relevanti li hemm fid-Dirrettiva 1999/5/EC.
Magyar [Hungarian]:	Alulírott, Polycom (UK) Ltd nyilatkozom, hogy a KIRK 6020 / 6040 Handset megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.
Norsk [Norwegian]:	Polycom (UK) Ltd erklærer herved at utstyret KIRK 6020 / 6040 Handset er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
Polski [Polish]:	Niniejszym Polycom (UK) Ltd oswiadcza, ze KIRK 6020 / 6040 Handset jest zgodne z zasadniczymi wymaganiami oraz innymi stosownymi postanowieniami Dyrektywy 1999/5/WE
Português [Portuguese]:	Polycom (UK) Ltd declara que este KIRK 6020 / 6040 Handset está conforme com os requisitos essenciais e outras disposições da Directiva 1999/5/CE.
Slovensko [Slovenian]:	Polycom (UK) Ltd izjavlja, da je ta KIRK 6020 / 6040 Handset v skladu z bistvenimi zahtevami in ostalimi relevantnimi dolocili direktive 1999/5/ES.

Table 1-4	1999/5/EF
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Slovensky [Slovak]:	Polycom (UK) Ltd týmto vyhlasuje, že KIRK 6020 / 6040 Handset splna základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.
Suomi [Finnish]:	Polycom (UK) Ltd vakuuttaa täten että KIRK 6020 / 6040 Handset tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Svenska [Swedish]:	Härmed intygar Polycom (UK) Ltd att denna KIRK 6020 / 6040 Handset står I överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

 Table 1-5
 Explosive Device Proximity Warning



Warning Do not operate your wireless network device near unshielded blasting caps or in an explosive environment unless the device has been modified to be especially qualified for such use.

Waarschuwing	Gebruik dit draadloos netwerkapparaat alleen in de buurt van onbeschermde ontstekers of in een omgeving met explosieven indien het apparaat speciaal is aangepast om aan de eisen voor een dergelijk gebruik te voldoen.
Varoitus	Älä käytä johdotonta verkkolaitetta suojaamattomien räjäytysnallien läheisyydessä tai räjäytysalueella, jos laitetta ei ole erityisesti muunnettu sopivaksi sellaiseen käyttöön.oen.
Attention	Ne jamais utiliser un équipement de réseau sans fil à proximité d'un détonateur non blindé ou dans un lieu présentant des risques d'explosion, sauf si l'équipement a été modifié à cet effet.
Warnung	Benutzen Sie Ihr drahtloses Netzwerkgerät nicht in der Nähe ungeschützter Sprengkapseln oder anderer explosiver Stoffe, es sei denn, Ihr Gerät wurde eigens für diesen Gebrauch modifiziert und bestimmt.
Avvertenza	Non utilizzare la periferica di rete senza fili in prossimità di un detonatore non protetto o di esplosivi a meno che la periferica non sia stata modificata a tale proposito.
Advarsel	Ikke bruk den trådløse nettverksenheten nært inntil uisolerte fenghetter eller i et eksplosivt miljø med mindre enheten er modifisert slik at den tåler slik bruk.

Table 1-6	Explosive	Device F	roximity	Warning
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Aviso	Não opere o dispositivo de rede sem fios perto de cápsulas explosivas não protegidas ou num ambiente explosivo, a não ser que o dispositivo tenha sido modificado para se qualificar especialmente para essa utilização.
;Advertencia!	No utilizar un aparato de la red sin cable cerca de un detonador que no esté protegido ni tampoco en un entorno explosivo a menos que el aparato haya sido modificado con ese fin.
Varning!	Använd inte den trådlösa nätverksenheten i närheten av oskyddade tändhattar eller i en explosiv miljö om inte enheten modifierats för att kunna användas i sådana sammanhang.



Table 1-7 WEEE Marking



The WEEE Marking on this equipment indicates that the product must not be disposed of with unsorted waste, but must be collected separately.

Visit www.polycom.com/batteries for further guidance on battery recycling.

Polycom® Product Warranty Statement

The software included in this Product (including, without limitation, firmware and all updated thereto, including any software that may be downloaded electronically via the internet or otherwise (the "Software") is licensed, not sold. Customer shall not reverse compile, disassemble or otherwise reverse engineer, embed within any other software product, or modify in any manner with respect thereto, the Software in whole or in part.

THE TERMS AND CONDITIONS APPLICABLE TO POLYCOM'S LIMITED WARRANTY ARE AS SET FORTH BELOW (AND ARE ALSO INCLUDED IN THE DOCUMENTATION PACKAGED WITH NEW POLYCOM PRODUCTS):

LIMITED WARRANTY. Polycom warrants to the end user ("Customer") that the product will be free from defects in workmanship and materials, under normal use and service, for one year, or such longer period as Polycom may announce publicly from time to time for particular products, from the date of purchase from Polycom or its authorized reseller. Polycom's sole obligation under this express warranty shall be, at Polycom's option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options is reasonably available, Polycom may, in its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of Polycom. Replacement products or parts may be

new or reconditioned. Polycom warrants any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer. Products returned to Polycom must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycom until the returned item is received by Polycom. The repaired or replaced item will be shipped to Customer, at Polycom's expense, not later than thirty (30) days after Polycom receives the defective product, and Polycom will retain risk of loss or damage until the item is delivered to Customer.

EXCLUSIONS. Polycom will not be liable under this limited warranty if its testing and examination disclose that the alleged defect or malfunction in the product does not exist or results from:

• Failure to follow Polycom's installation, operation, or maintenance instructions.

• Unauthorized product modification or alteration.

• Unauthorized use of common carrier communication services accessed through the product.

• Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or

• Acts of third parties, acts of God, accident, fire, lighting, power surges or outages, or other hazards.

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