8088 Smart DeskPhone
OmniPCX Enterprise
Business

User Manual

8AL90333ENAA ed01-1620
R200
With its touch screen and built-in interactive capabilities, the 8088 Smart DeskPhone can deliver the comfort and convenience you are looking for.

This model offers enhanced ergonomical features for more effective communication.

Thank you for choosing this phone.

This manual describes the services offered by the 8088 Smart DeskPhone connected to an OmniPCX Enterprise system.

The 8088 Smart DeskPhone can be provided with or without an embedded camera. All video features described in this manual are available with the 8088 Smart DeskPhone with camera or if you have connected an external camera to the phone.

The availability of some functions described in this manual may depend on the version or configuration of your system.

The labels and icons presented in this document are not contractually binding and may be modified without prior warning. The pictures are not contractually binding and are not localized.
1 GETTING TO KNOW YOUR TELEPHONE................................................................. 6

1.1 PHONE DESCRIPTION ...................................................................................... 6
1.2 DESCRIPTION OF THE CONNECTORS ........................................................... 7
1.3 PERMANENT FEATURES KEYS ........................................................................ 8
1.4 ABOUT THE HOMEPAGE .............................................................................. 9
1.5 NAVIGATION .................................................................................................. 12
1.6 BLUETOOH® WIRELESS HANDSET ............................................................... 13
1.7 INSTALL A COMFORT W IRED HANDSET ................................................... 14
1.8 HDMI CONNECTOR .......................................................................................... 14

2 USING YOUR TELEPHONE ............................................................................... 15

2.1 MAKING A CALL ............................................................................................... 15
2.2 MAKE A CALL USING THE PERSONAL PHONE BOOK (CONTACTS) .............. 16
2.3 USING CALL BY NAME ................................................................................... 16
2.4 CALL FROM CALL LOG (HISTORY) ................................................................. 16
2.5 CALL BACK ONE OF THE LAST NUMBERS DIALED ....................................... 17
2.6 REDIALING THE LAST NUMBER DIALED (REDIAL) ....................................... 17
2.7 CALL A CONTACT FROM THE FAVORITES APPLICATION (FAVORITES) ....... 17
2.8 ANSWER THE CALL ......................................................................................... 17
2.9 IGNORE CALL .................................................................................................. 18
2.10 USING THE TELEPHONE IN ‘HANDS FREE’ MODE ......................................... 18
2.11 ADJUST RINGER VOLUME WHILE A CALL ARRIVES .................................... 18
2.12 ADJUST THE LOUDSPEAKER AND THE HANDSET VOLUME ......................... 18
2.13 MASK MY IDENTITY ..................................................................................... 19
2.14 CONTACT CALL LOG ..................................................................................... 19
2.15 DELETE ONE CALL LOG EVENT ..................................................................... 19
2.16 DELETE EVENTS FROM THE CALL LOG ....................................................... 19
2.17 CONSULTING YOUR VOICE MAILBOX ......................................................... 20
2.18 IMMEDIATE FORWARD TO A NUMBER ....................................................... 20
2.19 IMMEDIATE FORWARD TO VOICE MAILBOX .............................................. 21
2.20 ROUTING PROFILE ....................................................................................... 21
2.21 SET AN ALARM ............................................................................................ 22

3 DURING A CONVERSATION .............................................................................. 23

3.1 PUTTING A CALLER ON HOLD ......................................................................... 23
3.2 CALLING A SECOND PERSON DURING A CONVERSATION ......................... 23
3.3 RECEIVING A SECOND CALL ......................................................................... 24
3.4 SWITCHING BETWEEN CALLS (BROKER CALL) ............................................. 24
3.5 TRANSFERRING A CALL .................................................................................. 24
3.6 MUTE, SO THAT YOUR CALLER CANNOT HEAR YOU ...................................... 25
3.7 VOICE FREQUENCY ....................................................................................... 25
3.8 SETTING AUTO VOLUME ................................................................................ 25
4 VIDEO CALL ................................................................................................................. 26
  4.1 VIDEO CALL ........................................................................................................... 26
  4.2 START A VIDEO CALL ............................................................................................. 26
  4.3 MUTE/UNMUTE THE VIDEO CALL .......................................................................... 27
  4.4 HIDE/SHOW THE ‘PICTURE IN PICTURE’ .............................................................. 27
  4.5 DISPLAY VIDEO IN FULLSCREEN MODE ................................................................. 27
  4.6 RECEIVING A SECOND CALL .................................................................................. 27

5 CONTACTS MANAGEMENT ...................................................................................... 28
  5.1 DEFINE A CONTACT ............................................................................................... 28
  5.2 ADD A CONTACT FROM THE CALL LOG ............................................................... 28
  5.3 MAKE A CALL USING THE PERSONAL PHONE BOOK (CONTACTS) ................. 29
  5.4 MODIFY A CONTACT .............................................................................................. 29
  5.5 DELETE A CONTACT ............................................................................................... 29
  5.6 FAVORITES ............................................................................................................ 29
  5.7 DEFINE A CONTACT AS A FAVORITE (FAVORITES) .......................................... 30
  5.8 PROGRAMMING A DIRECT SHORTCUT FOR A CONTACT. ................................. 31

6 KEYPAD ....................................................................................................................... 32
  6.1 CHANGE THE KEYBOARD TYPE .......................................................................... 32
  6.2 DELETE A CHARACTER ........................................................................................... 32
  6.3 WRITE IN UPPERCASE ........................................................................................ 33
  6.4 WRITE A NUMBER ................................................................................................ 33

7 FILE MANAGER ....................................................................................................... 34
  7.1 DELETE A FILE ....................................................................................................... 34
  7.2 COPY A FILE FROM THE EXTERNAL STORAGE DEVICE TO THE PHONE INTERNAL MEMORY ........................................................................................................ 35
  7.3 LISTEN TO AN AUDIO FILE .................................................................................. 35
  7.4 PLAY ALL AUDIO FILES ....................................................................................... 36

8 ADVANCED SETTINGS ............................................................................................. 37
  8.1 DEFINE THE PHONE LANGUAGE ............................................................................ 37
  8.2 ADJUSTING THE AUDIO FUNCTIONS ..................................................................... 37
  8.3 ACTIVATE/DEACTIVATE SILENT MODE ................................................................. 37
  8.4 RING TONES .......................................................................................................... 37
  8.5 PROGRESSIVE RINGING ....................................................................................... 37
  8.6 ADJUSTING THE RINGER VOLUME ....................................................................... 38
  8.7 INSTALL A JACK ACCESSORY (HEADSET, HANDSFREE, LOUDSPEAKER) .......... 38
  8.8 INSTALL AN USB ACCESSORY ................................................................................ 38
  8.9 INSTALL A BLUETOOTH® DEVICE (PAIRING) ....................................................... 39
1 Getting to know your telephone

1.1 Phone description

1. Sensitive LCD wide screen with ambient light sensor.

2. Embedded HD Video camera with shutter. Swipe the shutter right or left to use or hide the camera. This feature depends on the model of your telephone.

3. Permanent feature keys: quick access to the phone's main features.

4. Bluetooth® handset for optimized communication. A wired handset is also available and can replace the Bluetooth® handset.

5. Wideband loudspeaker for optimized sound.

6. LED
   Arrival of a new call (Flashing).

7. An adjustable and stable foot.

8. 3.5 mm and 4 pin stereo headset jack.

1.2 Description of the connectors

Various connections to allow phone extensions.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add-on module connector (SATA type).</td>
</tr>
<tr>
<td>2</td>
<td>Two Universal Serial Bus (USB) ports (1.1/2.0) to connect an external camera, audio equipment, a low smartphone charger or USB stick.</td>
</tr>
<tr>
<td>3</td>
<td>HDMI® 1.4 output for screen replication and for dedicated HD video display.</td>
</tr>
<tr>
<td>4</td>
<td>10/100/1000 Mbps Ethernet connectors to a PC (RJ45).</td>
</tr>
<tr>
<td>5</td>
<td>10/100/1000 Mbps Ethernet connectors to the enterprise network (LAN - RJ45).</td>
</tr>
<tr>
<td>6</td>
<td>DC power jack for an external power adaptor.</td>
</tr>
<tr>
<td>7</td>
<td>Wired handset connector (RJ9).</td>
</tr>
</tbody>
</table>
### 1.3 Permanent features keys

They are located just below the touch screen.

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mute</td>
<td>During a call, press this key to stop your contact from hearing you. As long as the mute feature is activated, the mute key stays lit (blue). Press this key to deactivate the mute feature.</td>
</tr>
<tr>
<td>Volume -</td>
<td>Turn down the volume.</td>
</tr>
<tr>
<td>Volume +</td>
<td>Turn up the volume.</td>
</tr>
<tr>
<td>Handset</td>
<td>Answer an incoming call or make a call (keypad) in hands free mode (the key is blue). During a conversation, the first press opens the audio taster. The next press switches between handsfree, handset and audio accessories mode.</td>
</tr>
<tr>
<td>Ignore</td>
<td>Ignore incoming call.</td>
</tr>
<tr>
<td>Hang up</td>
<td>Hang up the ongoing call.</td>
</tr>
<tr>
<td>Keypad</td>
<td>Show or hide the keypad. During conversation use the keypad to send DTMF signals.</td>
</tr>
<tr>
<td>Call log</td>
<td>Use this key to consult the call log. This key is lit when you have received a new voicemail or a missed call. During conversation, press this key to take you back to the call screen.</td>
</tr>
<tr>
<td>Settings</td>
<td>Open user settings and information (logs of telephony services, routing management, video self-view). This key is lit when your device is not routed.</td>
</tr>
<tr>
<td>Home</td>
<td>Return to the homepage at any time.</td>
</tr>
</tbody>
</table>
1.4 About the homepage

Choose your homepage

- **Settings** ➔ **Application** ➔ **Homepage**
- **Business** ➔ if enabled, the phone displays homepage in business mode otherwise in standard mode.

**Personal area**

This area displays information about the user's phone and configuration, including last name, first name, avatar, and routing. The colored bar under your photo/avatar shows your present status.

- **Routing profile** Access programming and configuration of routing profiles.
- **User Information** Information about the user: lastname, firstname, phone number,....
- **Video** Pressing this menu item starts the self video on your phone. You can then adjust the camera.

**Notifications area**

**In idle state:** This area displays information on the latest phone events, such as missed calls and voice messages.

**During a call:** Call status (ongoing, on hold, incoming call) is shown in this area. Pressing this area during a call takes you back to the call screen.

Call status

- **Incoming call.**
- **Ongoing call.**
- **Call on hold.**
- **Ongoing video call.**
- **Video call on hold.**
### Date, time and connectivity area

This area displays time, date, connectivity and customization information (wake-up on, intercom mode on).

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="USB" /></td>
<td>USB Accessory or storage device connected to USB port.</td>
</tr>
<tr>
<td><img src="image" alt="Bluetooth" /></td>
<td>Bluetooth® device pairing in progress.</td>
</tr>
<tr>
<td><img src="image" alt="Bluetooth" /></td>
<td>Bluetooth® device connected (Other than your Bluetooth® handset).</td>
</tr>
<tr>
<td><img src="image" alt="Headset" /></td>
<td>Headset plugged in.</td>
</tr>
<tr>
<td><img src="image" alt="Alarm" /></td>
<td>Alarm programmed.</td>
</tr>
<tr>
<td><img src="image" alt="Silent Ring" /></td>
<td>Silent ring activated.</td>
</tr>
<tr>
<td><img src="image" alt="Interphony" /></td>
<td>Interphony (See chapter: Receiving intercom calls).</td>
</tr>
<tr>
<td><img src="image" alt="External Camera" /></td>
<td>External camera plugged in. (white color).</td>
</tr>
<tr>
<td><img src="image" alt="Video" /></td>
<td>Video running.</td>
</tr>
<tr>
<td><img src="image" alt="Identity Secrecy" /></td>
<td>Identity secrecy activated.</td>
</tr>
<tr>
<td><img src="image" alt="Upgrade" /></td>
<td>Upgrade download. All features of the set are available during the upgrade. This icon is displayed until the upgrade is complete.</td>
</tr>
<tr>
<td><img src="image" alt="No VoIP" /></td>
<td>No VoIP connection. Communication is not possible. For more information, contact your installer or administrator.</td>
</tr>
<tr>
<td><img src="image" alt="No Ethernet" /></td>
<td>This icon appears when you are not connected to the data server (safe mode, authentication failed or problem with the server). All features are unaccessible. You can still call using the dialpad.</td>
</tr>
<tr>
<td><img src="image" alt="No Ethernet" /></td>
<td>No ethernet link</td>
</tr>
</tbody>
</table>
Active area
This area is reserved for running applications and for previews of applications selected by the user.
When you start an application, it is displayed in the active zone. If no application has been launched, the active zone displays the application previews that you have preset on the homepage. An application preview allows you to view this application information and easily access it.
Applications that can be previewed are: History, Favorites, Dial-pad.
Add or delete an application in the active area
- Settings ➤ Application ➤ Homepage
- Select the application that you want to add to the homepage or delete from the homepage (History, Favorites, Dial-pad).
- Activate or deactivate preview of the application (yes or no).
- Back to homepage.

Applications bar (Homepage in business mode).
This area allows access to all applications and to different features of the running application.

Applications area (Homepage in standard mode).
You can access your phone applications from this area. Press the application button to access the application. Once you run an application, the display is the same as the business mode display.
Programmable keys are available in this mode. (See: Programming a direct shortcut for a contact.)

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make a call.</td>
<td>To access voice mail functions.</td>
</tr>
<tr>
<td>Open the dial keypad to make a conversation.</td>
<td>This application contains favorite contacts that you have selected from your list of contacts. Call a contact from the favorites application.</td>
</tr>
<tr>
<td>Search for a contact.</td>
<td>Make a call using your list of contacts.</td>
</tr>
<tr>
<td>Access the settings menu.</td>
<td>This application is for synchronizing your address book and agenda between your phone and your PC Microsoft® Outlook application.</td>
</tr>
<tr>
<td>This application allows you to manage audio files and images.</td>
<td>Set an alarm.</td>
</tr>
<tr>
<td>The history application shows two tabs, listing new phone events such as missed calls, and older phone events.</td>
<td></td>
</tr>
</tbody>
</table>
1.5 Navigation

The phone set homepage can be viewed in standard or advanced mode. Scroll your finger up or down to get the page or menus scrolling vertically (in advanced mode), or scroll right or left to get the page scrolling horizontally. (in standard mode only).

Make your selection by pressing the right icon on the sensitive screen.

In standard mode, personalize the homepage by pressing and holding.

Scroll through the application area pages (advanced mode) or the application bar (business mode). In standard mode only, you can have up to 2 pages.

Scroll the list (call log, contacts...).

First press: back to the previous homepage page.
Second press: back to the first homepage page.

This dark greyed circle symbolizes the current page (default skin).

This light greyed circle symbolizes another available page (default skin).
1.6 Bluetooth® Wireless handset

Off-hook/On-hook: press this key to take or terminate a call

Volume/Mute:
- Short successive presses to change the handset volume level (3 levels)
- Long press to activate or deactivate mute mode

LED
- Off: operating normally.
- Green flashing: in communication.
- Green steady: handset charging.
- Orange flashing: battery charge low or handset outside coverage zone.
- Orange steady: malfunction.

The 3-note tone indicates that the handset has been installed correctly (the LED flashes green or orange depending on the battery charge level).

LED indication when using the handset (paired)

Installing or replacing the Bluetooth® handset battery

1. Lift up the battery cover
2. Slide out the battery holding part

The battery recharges when the Bluetooth® handset is on its base.
1.7 Install a comfort wired handset
You can install a wired handset in place of the Bluetooth® Wireless Handset.

- Remove the rubber.
- Plug-in the wired handset to the appropriate connector (refer to phone description).
  Make sure you position the cable correctly in the compartment intended for that purpose:
- Switch off the Bluetooth® Wireless Handset (press and hold the On/Off hook key until you hear two distinct tones).

1.8 HDMI connector
Your set is equipped with an HDMI 1.4 output for a better video experience.

The 8088 Smart DeskPhone can be connected to a large screen or video projector. Moreover, an external camera can be connected to the phone to broadcast the entire room. Your deskphone can easily find its place in a meeting room.

There are two ways to use the HDMI connector:

- Broadcast the video conversation (HD capability).
- Broadcast the entire display of the phone.

Your set has to be connected to the appropriate equipment.

**Broadcast the video conversation (HD capability)**

- Use one of the following:
  - During the video conversation, swipe up on the video displayed on the phone to broadcast it to the equipment connected via HDMI.
  - To stop the broadcast, swipe down on the video displayed on the phone.
  
  ![Select the HDMI button.]

**Broadcast the entire display of the phone**

To broadcast the entire display of the phone or stop the broadcast, you have to activate or deactivate this feature:

- ![Settings]
  - Device ➔ Display ➔ Clone display to HDMI
  - Activate or deactivate the HDMI output
- ![Back to homepage.]
2 Using your telephone

2.1 Making a call

- Use one of the following:
  - Dial directly the number for your call.
  - Lift the receiver > Enter the destination number.
  - Press the on-hook/off-hook key of the Bluetooth® device. (Bluetooth® Wireless handset) > Dial the destination number.
  - Dialer. Dial the destination number.
  - Use the dialpad preview to dial the destination number (Homepage in business mode).
  - Hands free > Dial the destination number.
  - Programmed line key.
  - Search by name.

- Press the call icon to call your contact.

To make an external call, dial the outside line access code before dialing your contact number. The default outside-line access code is usually 0. However, please check this code with your installer.

End the call

- Use one of the following:
  - Hang up the handset.
  - Press on the On-hook key on the permanent features keys panel.
  - On-hook key on the Bluetooth® handset.
2.2 Make a call using the personal phone book (Contacts)

- **Contacts**
- Select the contact to call ▶ Information regarding your contact is displayed on the screen.
- ▶ Press the call icon to call your contact.

If there are several numbers for the same contact, select the desired number.

2.3 Using call by name

- **Search**
- Enter the first letters of your contact name.
- ▶ The names of contacts matching your search criteria are automatically displayed on the screen.
- Call your contact by choosing him/her in the list.
- ▶ If you wish you can also display your contact complete file.

When searching by name, results are displayed showing all matching names followed by first names. You can also search by initials. Type the initials of first name and surname, separated by a space. All first names/names matching these initials will be displayed in the search.

2.4 Call from call log (History)

All incoming, outgoing, missed or unanswered calls are displayed in the call log.
You can call back from your phone call log.

- **Access the call log by pressing the Communication key.**
  - Select the tab: **History** ▶ All call logs are displayed.
  - Select the tab: **New** ▶ Only new missed calls are displayed.

- **Use one of the following:**
  - Call your contact directly by selecting the badge.
  - Select the contact to call.
    - Answered outgoing call
    - Unanswered outgoing call

- **Callback**

If there are several numbers for the same contact, select the desired number.
2.5 Call back one of the last numbers dialed

- Open the dialpad.
- Select the contact to call in the list of last number dialed.
- Press the call icon to call your contact / Call your contact directly by selecting the badge.

2.6 Redialing the last number dialed (redial)

- Open the dialpad.
- Select twice to call the last number dialed.

2.7 Call a contact from the favorites application (Favorites)

Favorites: This application contains favorite contacts that you have selected in your personal directory.

- Use one of the following:
  - Favorites
  - Contacts
    Select the tab: Favorites.
- All contacts defined as a favorite are displayed.
- Select the contact to call.

- Call

If there are several numbers for the same contact, select the desired number.

Refer to chapter: "Define a contact as a favorite ".

2.8 Answer the call

- Use one of the following:
  - Answer
  - Take the handset off the hook.
  - Handsfree key.
  - Off-hook key on the Bluetooth® handset.

End the call

- Use one of the following:
  - Hang up the handset.
  - End call
  - On-hook key on the Bluetooth® handset.
2.9 Ignore call
A call is received:

- Use one of the following:
  - Ignore
  - Press on the On-hook key on the permanent features keys panel.
- Your phone no longer rings but your caller still hears the ringing tone.

You can still answer the call after you have ignored it.

2.10 Using the telephone in 'Hands free' mode
You are in communication.

- Handsfree key:
  - Press on the handsfree mode.
  - The handsfree mode is activated.

When the handfree is activated, the corresponding feature key is lit blue.

To take the call back with the handset
- Use one of the following:
  - Take the handset off the hook.
  - If the handset is off hook: Press the 'handsfree' key again Handset.
  - Off-hook key on the Bluetooth® handset.

To go back to 'handsfree' mode
- Press the 'handsfree' key again Press on the handsfree mode.

You can hang-up the handset.

2.11 Adjust ringer volume while a call arrives
- The telephone rings when a call is received.
- Decrease volume.
- Increase volume.

2.12 Adjust the loudspeaker and the handset volume
- During a call, to adjust the volume level of the loudspeaker or receiver:
  - Decrease volume.
  - Increase volume.
2.13 Mask my identity
You can hide your identity before sending your call.

- Use one of the following:
  - Select the feature.
  - Press your information area in the top left corner of the screen.
- **User Information**
  - Press on anonymous icon to activate or deactivate the secret identity.
- Back to homepage.

2.14 Contact call log
You can display the history of all calls (received calls, missed calls, and so on).

- Access the call log by pressing the Communication key.
  - Select the tab: **History** All call logs are displayed.
  - Select the tab: **New** Only new missed calls are displayed.
- Select the appropriate tab.
- Select the recipient from the call log.
- Your contact's details are displayed on the screen along with the history of all his/her calls (missed calls, received calls, voicemail, etc.).

2.15 Delete one call log event
- Access the call log by pressing the Communication key.
- Select tab: **History**
- Press the desired event:
  - **Delete**

2.16 Delete events from the call log
- Access the call log by pressing the Communication key.
- Select tab: **History**.
- **Delete all**
- Confirm deletion of all call log events: **Yes**.

If your call log contains unread events, a warning message is displayed on the screen.

If a filter is activated, you will only be able to delete events sorted by the filter.
2.17 Consulting your voice mailbox
Usually a non answered call is automatically forwarded to the voicemail box.

You are notified of a new voicemail message (notification zone). The number of new voicemail messages is displayed.

- Use one of the following:
  - Press the voicemail messages notification button in the top middle area of the screen.
  - On the homepage, press the voice mail key.
- Enter the password to access the visual voice mail.
- Follow the instructions of the voice guide.

2.18 Immediate forward to a number
The number can be your home, mobile, voice mailbox or an internal extension (operator, etc.).

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.
- **Routing profile**
- **Immediate forward to...**
- Number of diversion telephone.
  You can also enter a number via the search by name feature, the list of contacts, the history, the favorites or the latest dialed number.

( )

- **Confirm.**
- **Forward is activated** (The forward key lights blue if configured so in: **Settings > Device > Phone configuration > Routing Led**)
  The activated feature is indicated in your personal information area in the top left corner of the screen.

The forward key is not lit when no forward is activated.
When you create a forward, it will be added to the list of available forwards so that you can reuse it.
If a number or user is defined, just select the line to activate the forward.
2.19 Immediate forward to voice mailbox

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.

- Routing profile

- Immediate forward to voicemail
- Forward is activated (The forward key lights blue if configured so in: Settings > Device > Phone configuration > Routing Led).
  - The activated feature is indicated in your personal information area in the top left corner of the screen.

The forward key is not lit when no forward is activated.

When you create a forward, it will be added to the list of available forwards so that you can reuse it.

2.20 Routing profile

Call routing lets you to choose which devices will ring when you receive an incoming call.

Select a routing profile

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.

- Routing profile

- Select a routing profile in the list.

Create a new routing profile

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.

- Routing profile

- Add

- Select the forward type to program: Immediate forward, Forward if busy, If no reply, If busy/no reply.

- Select the destination of the forward: Associate, Attendant, Mobile, Voicemail, Other.

- Save the routing profile the new routing profile is added to the list of available forwards.

Modify a routing profile

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.

- Routing profile

- Modify

- Modify a routing profile.

- Save the routing profile.
Delete a routing profile

- Use one of the following:
  - Press the User services key.
  - Press your information area in the top left corner of the screen.

- **Routing profile**
- **Delete**
- Delete a routing profile.
- **Confirm.**

You can not delete a predefined routing profile.

2.21 Set an alarm

- **Alarm**
- Enter the alarm time.
- Select the melody of your choice.
- Adjust the alarm volume.
- Enable the feature.
  - The associated LED is on: the feature is enabled.
  - The icon is displayed (connectivity information zone).

When the alarm bell rings, you can choose to repeat the alarm or turn it off.
3 During a conversation

3.1 Putting a caller on hold
- You are in communication:
  - ![On hold]
    - Your call is placed on hold.
    - Your caller hears on-hold music or a tone until you pick the call up again.

Recover the call on hold
- Use one of the following:
  - ![Select on hold]
    - Select the caller on hold from the call log or the notification area.
  - ![Retrieve]
    - You are back on the call with your caller.

3.2 Calling a second person during a conversation
- You are in communication.
  - ![New call]
  - Call the second person.
  - ![Call On Hold]
    - The first call is on hold.
3.3 Receiving a second call

- During a conversation, another person is trying to call you. Name or no. of the caller displayed for 3 seconds. Your are alerted with 3 beeps.
  - Answer call
  - The first call is on hold.
  - Ignore incoming call.

To return to your first caller and end the conversation in progress:

- End the call. Use one of the following:
  - Press on the On-hook key on the permanent features keys panel.
  - On-hook key on the Bluetooth® handset.
- Recover the call on hold. Use one of the following:
  - Select the caller on hold from the call log or the notification area.
  - Retrieve

3.4 Switching between calls (Broker call)

- You are in communication with a first caller. A second caller is on hold.
  - Switch from one caller to another by selecting the caller on hold in the call log.
  - You are in communication with the second contact: First call is automatically placed on hold.

3.5 Transferring a call

You are in communication with a first caller.

- You want to transfer the call to another contact.
- Call the recipient of the transfer.
  - You can directly call the person by dialing his/her number, select the person to call from the call log, or use the search by name feature to call the second person.
  - You can transfer the call immediately or wait for your contact to answer before transferring the call.
  - The two callers are connected.
You are in communication with a first caller. A second caller is on hold.

- You want to connect the first caller with the second.
- ![Transfer]
- The two callers are connected.

### 3.6 Mute, so that your caller cannot hear you

During the call, you do not wish your caller to hear you.

- Use one of the following:
  - Press your phone Mute key.
    - ![Mute] Mute mode is activated (The key is blue).
      Your caller can no longer hear you.
    - Press the key again to go back to normal mode.
  - Press and hold the Mute key of the Bluetooth® Wireless handset.
    - Press the key again to go back to normal mode.

### 3.7 Voice frequency

During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.

**If DTMF is activated by default on your system**

- ![Dialer]
- Enter the requested codes.

**If DTMF is not activated by default on your system**

- ![DTMF]
- Enter the requested codes.

The function is automatically cancelled when you hang up. Depending on the system configuration, the DTMF can be activated by default. For more information, contact your installer or administrator.

### 3.8 Setting Auto volume

This feature allows the phone to control the in-call audio volume and ensure a constant audio volume.

You are in communication.

- ![Handsfree key]
  - Press the auto volume feature key.
  - The phone controls the in-call audio volume.
4 Video call

4.1 Video call
To use this feature, both your phone and your caller's phone must have the feature enabled. The phones must also be able to handle video.
During a video call, the screen comprises two areas. The main screen shows your caller's video and the 'picture in the picture' screen in the bottom right of the main screen shows your video.

![Video call screen](image)
- Main screen showing your caller's video.
- The 'picture in picture' screen displaying the video sent by your phone to your caller.

4.2 Start a video call
A video call can be started only once you are in audio conversation with your caller.

- **Call**
  Call your caller.
  Your caller answers, you are in audio communication.

Make sure that your contact's phone supports video calls.

- Press the video icon displayed below your caller details to start the video call.
- The call status in the notification area is changed once you start the video call.
- **Once you start the video call, your caller sees the video sent by your phone. He/She is invited to press the 'picture in picture' screen to start the video call.**

You can handle a video conference by joigning a scheduled video conference.
4.3 Mute/unmute the video call
During a video call, either person can freeze video transmission. Audio transmission is not frozen.

- Press anywhere on the 'picture in the picture' on the screen to mute your video. Your caller will no longer see your video.
- Press anywhere on the 'picture in the picture' on the screen to unfreeze the video. Your caller can now see your video.

The ‘picture in picture’ can be hidden. In order to mute or unmute your video, the ‘picture in picture’ must be displayed on your phone.

4.4 Hide/Show the ‘picture in picture’
You can choose to hide or show the ‘picture in picture’.

- Long press or double tap on the main video screen or the ‘picture in picture' to hide or show the ‘picture in picture’.

When you hide the ‘picture in picture' only the video from your contact is displayed.

4.5 Display video in fullscreen mode

- Press anywhere on the main video screen to display the video in fullscreen mode.
- Press anywhere on the main video screen to display the video in normal mode.

4.6 Receiving a second call

Answering a second call during a conversation
If you answer the incoming call, the ongoing video and audio call are put on hold. Retrieve the video call on hold the same way as an audio call. During your conversation with the second call, your contact, who is on hold, can see your contact details.

- When you are on a video call, the video is stopped when you transfer the call.
- When you start recording the call, the video is stopped (only audio communication is recorded).

Ignoring a second call:
- When you ignore a second call the video communication is normally continued.
5 Contacts management

5.1 Define a contact

- Contacts
- Add new contact
- Fill in the contact file.
  You must provide at least a last name.

- Back
- Your contact is added to the directory.

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

You can associate a picture to the contact.

- Copy the picture from an USB storage device on the phone local memory.
- You can remove the USB storage device.
- Enter the following path in the picture field: /data/FileManager/ followed by the name of the picture and its extension.
- This picture will then appear on your phone each time you will be in conversation with your contact.

An external server (LDAP) may be available in your company for the contacts management. When pictures are associated to these contacts, those pictures will only be displayed when doing a dial by name.

5.2 Add a contact from the call log

- Access the call log by pressing the Communication key.
- Select the tab: History
- Select the caller.

- Add
- Fill in the contact file.

- Back
5.3 Make a call using the personal phone book (Contacts)

- **Contacts**
  - Select the contact to call.
    - Information regarding your contact is displayed on the screen.
  - Press the call icon to call your contact.

If there are several numbers for the same contact, select the desired number.

5.4 Modify a contact

- **Contacts**
  - Select the contact to modify.
    - **Edit**
      - Change the contact file.
  - **Back**

You can modify a contact while you are on a call.

5.5 Delete a contact

- **Contacts**
  - Select the contact to delete.
    - **Delete**
      - Yes

5.6 Favorites

This application contains favorite contacts that you have selected in your personal directory (Address book).
Most frequently called contacts can be defined as a favorite.

- **Contacts**
  - Select the contact to add to favorites.
  - **Favorites**
    - The contact has been added to Favorites.
    - The associated key light is on.

You can call your contact directly without selecting them from the personal directory.

- **Favorites**
  - Select the caller.
To remove a contact from Favorites

- Favorites
- Select your favorite contact.

Favorites
The feature associated LED goes off.

5.7 Define a contact as a favorite (Favorites)
Most frequently called contacts can be defined as a favorite.

Favorite contacts are displayed in the application Favorites.

- Contacts
- Select the contact to add to favorites.

- Favorites
  - The contact has been added to Favorites.
  - The associated key light is on.

You can call your contact directly without selecting them from the personal directory.

- Favorites
- Select the caller.

To remove a contact from Favorites

- Use one of the following:
  - Contacts
    - Select the tab: Favorites
  - Favorites

- Select the contact you wish to remove from your favorites.

- Favorites
  - The contact is removed from your favorites.
  - The associated key light is off.
5.8 Programming a direct shortcut for a contact.
In standard mode, you can program a direct call shortcut on your homepage.

Add a shortcut key

- Press and hold on the screen to enter in the edition mode of the homepage.
- Press the available key you want to program.
- Enter the number to associate with the key by directly entering the number, using the search by name feature, or using your list of contacts.
- Validate number.
- Enter the name to associate with the key.
- Confirm the name.
- Exit the edition mode of the homepage.

Delete a direct call key on the standard homepage

- Press and hold on the screen to enter in the edition mode of the homepage.
- Delete the corresponding shortcut key.
- Confirm: Yes.
- Exit the edition mode of the homepage.
6 Keypad

At any time, you can show or hide the keypad by swiping up or down the bottom of the screen.

6.1 Change the keyboard type
While editing text, you can change the keyboard type to match the language you are writing: AZERTY, QWERTY, QWERTZ, Cyrillic.

- The keyboard is displayed on the screen
- Select the keypad type (AZERTY, QWERTY, QWERTZ, Cyrillic,...).
- Validate your choice.

6.2 Delete a character
When editing a text you might have to correct it.

- Place the cursor after the text to delete by touching the screen.
- Press the delete key of your keyboard.

When you edit a text, you can delete several characters at once.

- Place the cursor before the first character to delete and, keeping your finger in contact with the screen, move to the last character to delete.
- Press the delete key of your keyboard.
6.3 Write in uppercase
By default, the written characters are in lowercase.

- Press this key once.
  - The next character will be written in uppercase and then you will automatically switch to lowercase.

- Press this key twice. The associated key light is on.
  - Uppercase mode is used for all written characters.

- To go back to lowercase mode, press the key again.
  - The associated key light is off.

6.4 Write a number

- Press this key once.
  - The associated key light is on.
  - Write numbers.

- To go back to alphabetic mode, press the key again.
  - The associated key light is off.
7 File Manager

This application allows you to manage audio files and images.

- **My files**
- Select the file type you want:
  - Audio
  - Picture
- Select where to read the files from: files stored on the phone or on the connected USB device, or both.
- **Back**
  - All available files of the selected type are displayed.

The display time may take longer if the USB storage device contains too many files. When using an external USB storage device, the files must be stored in a directory that has the same name as the directory name defined in Settings/Application/My files. By default, the defined name of the directory is 'My IC Phone'. If you want to change it, make sure you change it in the phone settings as well as on the USB storage device. The directory containing audio and/or picture files on the USB external storage device must not contain more than 200 files (the files can be of any type).

7.1 Delete a file

- **My files**
- Select the file type you want:
  - Audio
  - Picture
- **Delete**
  - Enter delete mode.
  - Select the file to delete.
  - Confirm deletion.
- **Exit delete mode.

You cannot delete a file stored on an external device.
7.2 Copy a file from the external storage device to the phone internal memory

- My files
- Select the file type you want:
  - Audio
  - Picture

- Filters
  - Select the storage device.
  - Select the file to copy.

- Copy

7.3 Listen to an audio file

- My files
- Audio

- Filters
  - Display the files for the selected storage device (The phone internal memory or external storage device).
  - Select the audio file.
  - The audio file plays automatically.
    - Pause: Pause
    - Start listening again: Play
    - Stop listening: Stop

Supported audio formats are mp3, aac and wav.
When released from the manufacturing plant, the audio files hosted on the phone are ALE International property and can be used as is. When an installer or End-User downloads MP3 files via a USB link, they are responsible for the Intellectual Property Right requirements related to such downloads.
7.4 Play all audio files

- **My files**
- **Audio**

  - **Filters:**
    - Display the files for the selected storage device (The phone internal memory or external storage device).
  
- **Play all:**
  - Listening of all audio files has started.

- **Stop listening:**
  - Stop all.

- **Start listening again:**
  - Play.

- **Switch to next track:**
  - Next.

- **Listen to tracks in random order:**
  - Random.

Supported audio formats are mp3, aac and wav.

When released from the manufacturing plant, the audio files hosted on the phone are ALE International property and can be used as is. When an installer or End-User downloads MP3 files via a USB link, they are responsible for the Intellectual Property Right requirements related to such downloads.
8 Advanced settings

8.1 Define the phone language

- Settings
- Device > Phone configuration > Language
- Select the language of your choice.
- Ok
- Back to homepage.

8.2 Adjusting the audio functions

- Settings
- Device > Audio
- Your handset allows you to set different ring tones depending on the type of incoming call.
  - On-site ringing
  - Off-site ringing
  - Special ringing
  - Event ringing
- Select the ring to associate with each type of call.
- Validate your choice.
- Ok

8.3 Activate/deactivate silent mode

- Settings
- Device > Audio > Silent ringing
- Enable or disable the feature.

8.4 Ring tones

- Settings
- Device > Audio > Beeps before ringing
  - One beep: One beep before ringing.
  - Two beep: Two beeps before ringing.
  - Three beep: Three beeps before ringing.
  - No beep: Ring without beep.
- Validate your choice.
- Ok

8.5 Progressive ringing

- Settings
- Setttings > Device > Audio > Ascending ringing
- Enable or disable the feature.
8.6 Adjusting the ringer volume

- **Settings**
- **Device > Audio > Ringing volume**
- Adjusting the ringer volume (0 to 9).

8.7 Install a jack accessory (headset, handsfree, loudspeaker)

By default, the audio jack of your telephone can be used to connect a headset, hands-free kit or loudspeaker.

When you plug the jack accessory in the jack, a popup asks you for the type of accessory:

- **Headset**
- **Handsfree**
- **Loudspeaker**

The specific icon is displayed in the connectivity area.

If you have selected headset as the accessory type, the headset icon is displayed in the connectivity area:

If necessary, you can also select the accessory type in the audio settings:

- **Settings**
- **Device > Audio > Accessory type > Jack**

- **Ok**

After selecting the accessory type, you must specify the jack accessory:

- **Jack accessory**
  - **Headset**
  - **Handsfree**
  - **Loudspeaker**

- **Ok**

8.8 Install an USB accessory

When you plug the accessory in the USB port, the USB accessory is automatically detected. The specific icon is displayed in the connectivity area.

If you have selected headset as the accessory type, the headset icon is displayed in the connectivity area:

If necessary, you can also select the accessory type in the audio settings:

- **Settings**
- **Device > Audio > Accessory type > USB**

- **Ok**
After selecting the accessory type, you must specify the jack accessory:

- **Jack accessory**
  - Headset
  - Handsfree
  - Loudspeaker
- **Ok.**

### 8.9 Install a Bluetooth® device (pairing)

You can use Bluetooth® devices such as handsets or headsets with your phone.

To use your Bluetooth® device, it must be paired to the set. To manage the pairing, the Bluetooth® device must be in detectable mode. Refer to your Bluetooth® device documentation to find out how to activate detectable mode.

- **Settings**
  - **Device** ➔ Bluetooth®
- **Add**
- **Scan**
  - The set scans for available Bluetooth® devices.
- Select the Bluetooth® device to be paired.
- **Add**.
- Enter the device PIN code.
- **Ok**
  - Bluetooth® device connected.

The specific icon is displayed in the connectivity area 📲.

After pairing the Bluetooth® accessory, you must define the accessory type.

- **Settings**
  - **Device** ➔ **Audio** ➔ **Accessory type** ➔ BT
- **Ok**

Select the type of accessory that you have just added:

- **Bluetooth® accessory**
  - Headset
  - Handsfree
  - Loudspeaker
- **Ok**

If you have selected headset as the accessory type, the headset icon is displayed in the connectivity area 📲. All devices other than the ALE International Bluetooth® Wireless Handset will be treated as a headset device.
8.10 Install the ALE International Bluetooth® Wireless handset

- Settings
  - Device > Bluetooth®
- Add
- Scan
  - The set scans for available Bluetooth® devices.
- Your Bluetooth® device needs to be prepared for pairing. Take the handset off the hook and switch it off, then press and hold both handset buttons at the same time. You will hear a 3-note tone and the LED will flash green and orange.
- Searching for Bluetooth® equipment. Wait for the detected equipment type and address to be displayed.
- Select the relevant equipment.
- Add
- Enter the device PIN code (The default PIN code is 0000).
- Ok
  - The 3-note tone indicates that the handset has been installed correctly (the LED flashes green or orange depending on the battery charge level).

After pairing the Bluetooth® accessory, you must define the accessory type in the audio settings.

- Settings
  - Device > Audio > Accessory type > BT > Ok
  - Bluetooth® accessory > Headset > Ok

Error messages

- The handset displays an error message indicating that the pairing is unsuccessful. Check the status of your Bluetooth® handset or the PIN code.

8.11 Uninstall a Bluetooth® device (unpairing)

- Settings
  - Device > Bluetooth®
- Select the Bluetooth® device to unpair.
- Delete
  - The Bluetooth® device is uninstalled (unpaired).
8.12 Hearing aid kit
If you are using your phone with a hearing device, you must install and activate the hearing aid device (HAC) to avoid hearing discomfort.

- **Settings**
- **Device > Audio > Hearing aid**
- Enable the feature: YES
  - The hearing aid kit is activated.

8.13 Phone wallpaper
You can change the wallpaper on your phone. The image must be stored in the set or on a USB storage device.

If the image is on the USB storage device, you must connect it to the phone:

- Insert your USB device at the back of the phone.
  - The icon is displayed (connectivity information zone).

Change the wallpaper:

- **My files**
- **Picture**
  - The list of images on the USB device is also displayed.
- **Filters**
  - Display the files for the selected storage device.
  - Select the image.
- **Wallpaper**
  - The selected image is set as wallpaper.

Supported image formats are: bmp, jpeg, png.
For optimal display, the image dimensions must be 800 x 480.

8.14 Phone screensaver
You can change your phone screensaver to a default or a personal screensaver. The default screensaver uses predefined images. The personal screensaver uses images you have stored in your phone memory and set up in a screensaver pool.

- **Settings**
- **Application > Screensaver**
- **Screensaver: Yes / No**
  - Enable or disable the feature.
- **Screensaver type**
  - Select the screensaver type:
    - Default screensaver.
    - Personal screensaver.

You can set the screensaver timeout, the backlight timeout, the brightness when the backlight is on or off and the refresh images interval.
Add an image for your personal screensaver
The images have to be stored in the phone memory.
Supported image formats are: bmp, jpeg, png.
For optimal display, the image dimensions must be 800 x 480.

- My files
- Picture
- Select the image.
- Screensaver
  - The image is added to your personal screensaver pool.

Remove an image from your personal screensaver pool

- My files
- Picture
- Select the image.
- Remove from SsPool
  - The image is removed from your personal screensaver pool.

8.15 Customize the user picture
You can change the picture displayed in your personal information area in the top left corner of the screen. The image must be stored in the set or on a USB storage device.

If the image is on the USB storage device, you must connect it to the phone:
- Insert your USB device at the back of the phone.
- The icon is displayed (connectivity information zone).

Change the avatar:

- My files
- Picture
  - The list of available pictures is displayed.
- Filters
  - Display the files for the selected storage device.
- Select the image.
- My picture
  - The picture is updated.

Supported image formats are: bmp, jpeg, png.
The recommended size for the avatar is 100x100 pixels.
8.16 Change the theme (skin) of your phone

- Settings
- Device ▶ Phone configuration
- Select the current theme in the configuration page.
  ➤ The available theme list is displayed on the screen.
- Select the desired new theme from the list.
- Ok
  Confirm the selection.

Changing the theme may take a few seconds.

8.17 Broadcast the entire display of the phone

To broadcast the entire display of the phone or stop the broadcast, you have to activate or deactivate this feature:

- Settings
- Device ▶ Display ▶ Clone display to HDMI
- Activate or deactivate the HDMI output
- Back to homepage.

8.18 Media switch via QR code

If your OpenTouch Conversation client for mobile offers the media switch feature, you can modify your current call routing profile with any internal deskphone which is prepared with QR code. You are able to take control of the deskphone in order to take benefit of the communication conveniences provided by this phone.

Your phone can generate its own QR code to be scanned with a compatible OpenTouch Client.

- Use one of the following:
  - Select the feature 📷.
  - Press your information area in the top left corner of the screen.

  User Information
- QR Code
  The QR code is displayed on the screen. Touch the screen outside the QR Code to close it.
- Back to homepage.

If the phone is in a meeting room for example, you can use the QR code preview to display permanently the QR Code of the phone in the homepage, in business mode. Like this, the QR code is easy to use.
To display the QR code in the homepage:

- **Settings > Application > Homepage**
- **QR Code preview** if enabled, the QR code of the phone is displayed in the homepage in business mode.
- Back to homepage.

### 8.19 Reset user data

Using the reset feature will erase:

- The audio files or photos that you have stored on your phone,
- your programmable keys,
- your contacts,
- your communications log,
- your programmed alarms,
- your own settings (made via the ‘Application’ or the ‘Device’ menus),
- the user's customization (user's or background picture, screensaver, melody, skin),
- your installed web applications.

Before starting the reset procedure make sure this action is needed as most of your data and phone customizations will be erased.

- **Settings**
- **Device > Reset**
- Enable the feature: **YES**
- Enter the password.

The reset starts as soon as you have entered the password.
9 ContactSync

9.1 Introduction
This application is for synchronizing your address book between your phone and the Outlook application. It supports synchronization of the Outlook data placed locally, for example in a local Outlook archive file. The default maximum number of contacts you can synchronize between your phone and your PC is 500. However, your administrator can increase this to up to 1,000. Please ask your administrator for the maximum number of contacts.

Once you have run the initial synchronization, if you delete a contact from the phone contacts list, the contact will be deleted from Outlook during the next synchronization (and vice versa). You are advised to create an Outlook subfolder dedicated to your phone contacts and to work from this folder. This will help protect your general Outlook contacts on your PC.

9.2 Prerequisites
The supported operating systems are:

- Microsoft Windows 7 SP1 (32 bits and 64 bits).
- Microsoft Windows 8 (32 bits and 64 bits).
- By default, the password is your OpenTouch password.

The Outlook supported versions are:


The minimal system requirements are:

- Processor: P4 Class or higher.
- RAM memory: at least 256 Mo.
- Minimum available disk space: 100 Mo.
- Screen: 800x600 True Color.
- Network card is required.

9.3 Installing the application on your PC
The application comes as an executable installation file (.exe).

1. Run the application executable file.
2. Select the language: this defines the installation and the application language.
2. Read and agree the license Agreement.

3. Select the application destination folder on your PC (make sure you have the necessary administration rights to install the application in the selected folder).

4. Follow the installation steps.
9.4 Uninstalling the application
There are two different ways for uninstalling the application:

- Uninstall the application via the Windows settings.
- Run the installation executable file and select the 'Remove' option.

![Uninstall application](image)

9.5 Repairing the application
If the application becomes corrupted, you can repair it.

1. Run the application installation executable file.
2. Select the 'Repair' option.
3. Follow information displayed on the screen.

9.6 Configuration
Configuring the application on the PC.

The application is ready to work but it is recommended to check the application default configuration.

1. Open the application configuration: in the task bar of your PC, select the 'Settings' menu of the synchronization menu.
1. You can define:

- The profile and the Outlook folder to use for synchronizing contacts. The default profile and Outlook folder will be used for synchronizing unless you specify a folder and profile. You can change the profile and folder used. You can define a profile for synchronizing the contacts. You are advised to create an Outlook subfolder dedicated to your phone contacts and to work from this folder. This will help protect your general Outlook contacts on your PC.

- The conflict policy (determines how the application should behave when different changes have been made on the phone and the PC)
  - The most recent modification replaces the oldest.
  - In some circumstances, if you are synchronizing with a profile connected to an Exchange server you may face a situation when a conflict is resolved incorrectly with the 'last modified' policy. Make sure that any profile modifications made have been submitted to the Exchange server before synchronizing.
  - The phone data always replace the ones on the PC.
  - The PC data always replace the ones on the Phone.
  - The modified data on the phone are copied on the PC and modified data on the PC are copied on the phone (the data are duplicated).
  - No synchronisation is done.

- The silent sync: you can choose to display or not the synchronization progress bar and the synchronization summary.
The port used by PC for synchronization: if default port cannot be used on the PC you can change it.
If you modify the port used by the application, you have to do the same modification on the phone side.

Secured connection: while communicating between Contact-Sync and the device, both unsecured HTTP or secured HTTPS protocols can be used. If you checked the 'Use secured connection' checkbox, HTTPS protocol is enabled. However, to manage this checkbox you should make sure the same secured protocol is set up in the device. Please contact your system administrator to find out which protocol is used in your device.

Besides Settings item, there are a few item that allow you to display the last synchronization summary, to create or delete a pairing between your phone and your PC, to open the application online help, to display information on the application version or to exit the application.

Configuring the phone

- **Settings**
- **Application > Synchronization**
- **PC address**
Enter the IP address or the complete network name on which the synchronization application is installed.
- **PC port**
This data defines the port used on the PC for synchronization. The port must be the same as the one filled in the PC application.
- **Warning when exceed**
Choose if you wish to be informed when a maximum number of items for synchronization is reached (the default setting is 500 items but this may have been changed by the administrator - ask your administrator for the maximum number of contacts).
If you see this warning during synchronization you may lose some of your items because they have not been synchronized.
- **Sync. button**
Choose to display the synchronization button in the applications bar of your My IC Phone.

- **Back to homepage**

If you try to start the synchronization before configuring it, you will access the Synchronization settings.
9.7 Synchronize your phone and your PC
Before starting synchronization please make sure both the phone and PC software are properly configured.

Start synchronization
- Use one of the following:
  - Synchronization (If enabled in the synchronization settings)
  - Settings > Application > Synchronization
- Synchronization: Start

If not deactivated in the application configuration (Silent Sync) you can see the synchronization summary on the screen.

During the synchronization, you can at anytime:
- See synchronization progress,
- Display details of synchronized items,
- Cancel the synchronisation.

The synchronization summary lists all the synchronized items.
From the application menu on the PC (Task bar), you can see at anytime the summary from the last synchronization.

Pairing your phone and your PC
When you run the synchronization for the first time, you must pair your phone and your PC.
1. Accept the certificate required by the phone (ensure that the certificate comes from the target PC).
2. A pairing PIN code (PIN) is displayed on the phone screen.
3. The phone is detected by the PC and you are prompted to enter this PIN code and a name for the pairing. You have 30 seconds to enter the PIN code. If you don't do so you will have to start the procedure again.
4. The synchronization is automatically started when the pairing is established.

This pairing has to be done only for the first synchronization.
From the PC application menu, you can delete this pairing.

Synchronization
During the synchronization, you can monitor progress and view the summary once the process is completed. Make sure this option ('Silent Sync') is configured correctly in the Synchronization settings on the PC side. You can also see which items are modified and where by clicking on the detailed view button.

Synchronization takes about 15 seconds for 500 contacts. You can receive and make calls during synchronization but this can make the synchronization process longer.

The synchronization function is most commonly used to synchronize your PC Outlook contacts with your phone contacts list.

Once you have run the initial synchronization, if you delete a contact from the phone contacts list, the contact will be deleted from Outlook during the next synchronization (and vice versa). You are advised to create an Outlook subfolder dedicated to your phone contacts and to work from this folder. This will help protect your general Outlook contacts on your PC.
9.8 Troubleshooting
Below is a troubleshooting guide that can help you resolve any problems that might occur.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Suggested Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation says you do not have write permissions in this folder</td>
<td>You are probably not permitted to change the folder in which you are trying to install PC Sync. Try installing it in another location.</td>
</tr>
<tr>
<td>Phone displays 'HTTP error, HTTP request failed'</td>
<td>Please make sure PC Sync is started in the PC. Please check if the same port is set on the phone and on the PC. Please check you correctly entered PC address. Please check your firewall settings. The port may be closed by the firewall. Try to change the port.</td>
</tr>
<tr>
<td>PC Sync displays 'Unable to listen to the port'</td>
<td>Please make sure no other applications are using this port. Please make sure the firewall allows listening to this port. Try to change the port.</td>
</tr>
<tr>
<td>PC Sync displays 'Selected folder has been deleted' or 'Cannot open Outlook profile'</td>
<td>The profile or the folder that Contact-Sync is configured to synchronize with has been deleted. Select another profile or folder in settings.</td>
</tr>
<tr>
<td>PC Sync displays 'Outlook is not installed'</td>
<td>Contact-Sync could not find a supported version of Outlook on the PC. Install Outlook.</td>
</tr>
<tr>
<td>PC Sync displays 'Error communicating with Outlook'</td>
<td>Contact-Sync could not communicate with Outlook. This might be because Outlook has been installed but not yet set up properly or is malfunctioning. Starting Outlook itself may provide information on what is wrong.</td>
</tr>
<tr>
<td>Contact-Sync displays 'Synchronization has failed. An error during data exchange with computer has occurred'</td>
<td>Please make sure PC Sync is started in the PC. Please restart Contact-Sync. Please check if Contact-Sync has run when Windows has started (enable the startup option in configuration of the application).</td>
</tr>
<tr>
<td>Nothing happens when I press the Synchronization button on the phone (no Synchronization dialog appears in Contact-Sync). An error message appears stating 'Synchronization has failed.'</td>
<td>Most likely there is a mismatch in protocols: the phone uses HTTPS and Contact-Sync uses HTTP or vice versa. Try to check or uncheck the 'Use secured connection' checkbox and restart synchronization. Ask your system administrator which protocol your phone uses.</td>
</tr>
</tbody>
</table>
10 Guarantee and clauses

Safety Instructions

- Changes or modifications to the equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.
- Magnets could affect the functioning of pacemakers and implanted heart defibrillators. Keep a safe distance between your pacemaker or implant defibrillator and the handset which includes magnetic elements: 4 centimeters (1.6 inches) at least.
- To limit the risk of interference, people with pacemakers must keep the wireless telephone away from their equipment (minimum distance of 15 cm/6 inches).
- It is recommended to follow the standard acceptance procedures before using this equipment in human safety critical areas (hospitals...).
- The handset includes magnetic elements that may attract sharp metallic objects. To prevent injury, before each use ensure sharp metallic objects are not stuck to the earpiece and microphone.
- There is a danger of explosion if the battery is replaced incorrectly - use only the battery with the reference 3GV28041AB (1.2V 1500 mAh) (Bluetooth® Handset only).
- Battery charge (Bluetooth® Handset only): Charge the battery for about 6 hours before initial use.
- Avoid using phones (other than cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the device in environments where there is a danger of explosion.
- Do not plug this phone into an Integrated Services Digital Network (ISDN) connection or into a regular Public Switched Telephone Network (PSTN) connection. This can result in severe damage to the phone.
- Never allow your telephone to come into contact with water.
- To clean your telephone, use a soft damp cloth. Never use solvents (trichlorethylene, acetone, etc.) which may damage the plastic parts of your telephone. Do not use aerosol cleaners.
- This product is intended to be supplied, either via the Ethernet (LAN) port (Minimum Class 3 according to IEEE802.3af), or via the DC-in by a Certified Direct Plug-In Power Unit approved as 'LPS' (Limited Power Source) against CSA/UL/IEC 60950-1 and rated 48V dc, minimum 0.27A. Allowed power supplies: WA-13B48R – Asian Power Devices Inc. ref: 1AF18540AAAA.
- This product also offers a Bluetooth® Radio Interface for the Bluetooth® handset or other Bluetooth® devices, frequency range 2402-2480 MHz, Radiated Power 1mW.
- If you are connected to a POE connection do not use an external Power Supply.
- The cover of the phone screen is made of glass. This glass could break if the phone is dropped or it receives a significant blow. If the glass chips or cracks, stop using the phone and do not touch the broken glass as this could cause injury to you. Glass cracked due to misuse or abuse is not covered under the warranty.
Regulatory Statements

EUROPE
This equipment is in compliance with the essential requirements of Radio Equipment Directive (RED) 2014/53/EU and with Directive 2011/65/UE (ROHS).
The Declaration of Conformity may be obtained from:
ALE International 32 avenue Kléber – 92700 Colombes, France
ebg_global_supportcenter@al-entreprise.com

USA and Canada
This device complies with Part 15 of the FCC Rules and with RSS210 of Industry Canada. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. This 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 and ICES003 of Canada. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try correcting the interference by consulting the dealer.

Exposure to Radio Frequency Signals.
This device has been designed and manufactured not to exceed the SAR (Specific Absorption Rate) radio frequency power transmission limits established by the different countries concerned. The SAR value for the Bluetooth® handset is 0.09 W/kg (the globally accepted maximum limit being 1.6 W/kg).

User Instructions
Only use the handset in temperatures between 5°C to +45°C (23°F to 113°F).
This apparatus is Hearing Aid Compatible (HAC).

Acoustic shock protection
The acoustic level of the signal generated by the handset earpiece is less than 130 dBspl for a transient signal (123 dBspl for Australia) and less than 118 dBspl (rms) for a continuous signal (120 dBA for Australia).

Directive 2003/10/EC specifying the risks inherent in noise at work
The ring contributes towards overall daily noise.
This device can be used for indoor operation in all the countries.

Privacy
Privacy of communications may not be ensured when using the Bluetooth® handset or any additional Bluetooth® device.

Disposal
The equipment must be returned to a collection point for electronic equipment waste disposal. Defective batteries must be returned to a collection point for chemical waste disposal. The labels and icons presented in this document are not contractually binding and may be modified without prior warning. The information presented is subject to change without notice. ALE International assumes no responsibility for inaccuracies contained herein. Copyright© ALE International 2016.
### Phone description

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Sensitive LCD wide screen with ambient light sensor.</td>
<td><strong>2</strong></td>
<td>Embedded HD Video camera with shutter. Swipe the shutter right or left to use or hide the camera.</td>
<td><strong>3</strong></td>
<td>Permanent feature keys: quick access to the phone’s main features.</td>
<td><strong>4</strong></td>
<td>Bluetooth® handset for optimized communication. A wired handset is also available and can replace the Bluetooth® handset.</td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>Key descriptions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Mute key.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turn down the volume.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Turn up the volume.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Answer an incoming call or make a call (keypad) in hands free mode (the key is blue). During a conversation, the first press opens the audio taster. The next press switches between handsfree, handset and audio accessories mode. Ignore incoming call. Hang up the ongoing call. Show or hide the keypad. During conversation use the keypad to send DTMF signals.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use this key to consult the call log. This key is lit when you have received a new voicemail or a missed call. During conversation, press this key to take you back to the call screen. Open user settings and information (logs of telephony services, routing management, video self-view). This key is lit when your device is not routed. Return to the homepage at any time. Bluetooth® handset for optimized communication. A wired handset is also available and can replace the Bluetooth® handset. Off-hook/On-hook.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volume/Mute: Short successive presses to change the handset volume level (3 levels). Long press to ensure your caller no longer hears you.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### About the homepage

The phone set homepage can be viewed in standard or business mode. Scroll through the application area pages (standard mode) or the application bar (business mode) to find the application you want. The standard mode displays applications and programmable keys. The business mode displays application previews. An application preview allows you to view this application information and easily access it. Applications that can be previewed are: History, Favorites, Dial-pad. Use the application settings to select the homepage type: Application > Homepage.

**Personal area**
- This area displays information about the user’s phone and configuration, including last name, first name, avatar, and routing.

**Notifications area**
- In idle state: This area displays information on the latest phone events, such as missed calls and voice messages.
- During a call: Call status (ongoing, on hold, incoming call) is shown in this area. Pressing this area during a call takes you back to the call screen.

**Date, time and connectivity area**
- This area displays time, date, connectivity and customization information (wake-up on, intercom mode on).

**Applications bar** (Homepage in business mode)
- This area allows access to all applications and to different features of the running application.

### Related Documentation
- Other languages for these Safety and Regulatory Instructions and User Documentation are available at the following Web site: [www.al-enterprise.com](http://www.al-enterprise.com).
### Homepage

Make your selection by pressing the right icon on the sensitive screen.

In standard mode, personalize the homepage by pressing and holding.

Scroll through the application area pages (advanced mode) or the application bar (business mode). In standard mode only, you can have up to 2 pages.

First press: back to the previous homepage page.

Second press: back to the first homepage page.

### Status icons

- **Incoming call.**
- **Ongoing video call.**
- **Ongoing call.**
- **Call on hold.**

### Connectivity icons

- **External camera plugged in.**
- **Headset plugged in.**
- **Video running.**
- **Bluetooth enabled.**
- **Alarm programmed.**
- **Silent ring activated.**

### Function icons

- **Make a call.**
- **Open the dial keypad to make a conversation.**
- **Search for a contact.**
- **Access the settings menu.**
- **This application allows you to manage audio files and images.**
- **The history application shows two tabs, listing new phone events such as missed calls, and older phone events.**
- **To access voice mail functions.**
- **This application contains favorite contacts that you have selected from your list of contacts. Call a contact from the favorites application.**
- **Make a call using your list of contacts.**
- **This application is for synchronizing your address book and agenda between your phone and your PC Microsoft® Outlook application.**
- **Set an alarm.**
- **Apply.**
- **Cancel.**

### Receiving a conversation

Actions available during a conversation depend on the type of conversation.

- **Answer the call.**
- **Ignore call. Your phone no longer rings but your caller still hears the ringing tone.**

### During conversation

- **Start a video call. Press anywhere on the main video screen to display the video in full screen mode. You can choose to hide or show the ‘picture in picture’.**
- **End the active call.**
- **Access the DTMF feature and activate DTMF signals. You might need to send DTMF signals when you are in communication with a call server for example.**
- **Transfer the call to another contact.**
- **Put a caller on hold.**
- **Retrieve the caller on hold.**
- **Make a second call.**
- **Transfer call to your contact on hold.**
- **To access more options.**

### Keys dedicated to specific features

Some keys appear only when certain features are accessed.

- **Call back the selected caller in the call log.**
- **Create a new contact.**
- **Delete the selected item of the call log.**
- **Delete the complete call log.**
- **Call a selected contact.**
- **Search for a contact in the Company’s directory.**
- **Add or remove the selected contact to your list of Favorites.**
- **Add a contact to your list of contacts.**
- **Edit the details of a contact.**
- **Delete a contact from your list of contacts.**

The visual voicemail application shows two tabs which allow you to list new voice messages and to consult messages (old and new).

- **Listen to message.**
- **Pause while listening to message.**
- **Stop listening.**
- **Delete voicemail/Delete all voicemails.**
- **Consulting your voice mailbox.**
- **Identity secrecy activated.**
- **Media switch via QR code.**

The labels and icons presented in this document are not contractually binding and may be modified without prior warning. The pictures are not contractually binding and are not localized. Related Documentation - Other languages for these Safety and Regulatory Instructions and User Documentation are available at the following Web site: [www.al-entreprise.com](http://www.al-entreprise.com). ALE International copyright © 2016.