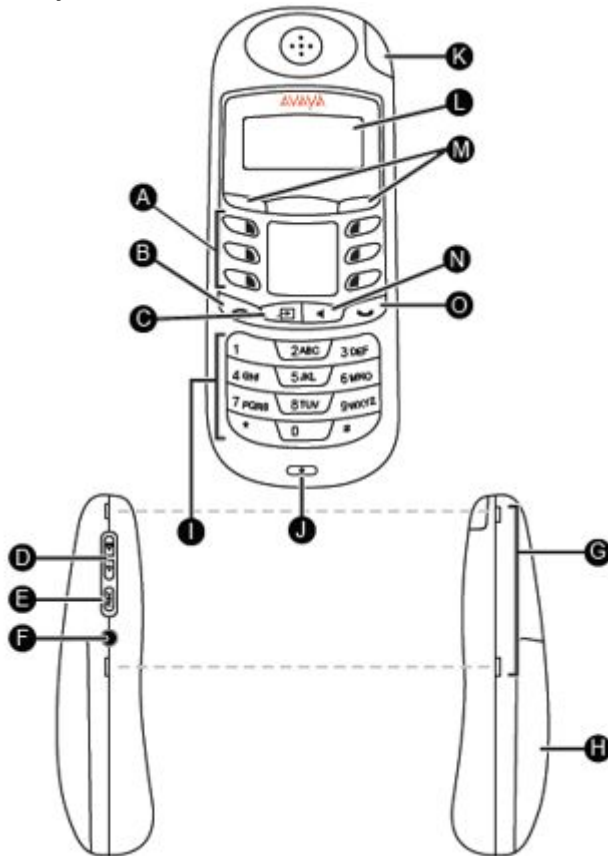


## 7406e Digital Deskphone layout

This section describes the location and function of the buttons and other features on the face of the 7406e Digital Mobile Handset.

Refer to *Avaya 7406E Digital Mobile Handset User Guide* (NN40110-110) at [support.avaya.com](http://support.avaya.com) for more detailed instructions on how to use the handset features.

### 7406e layout



<b>A</b>	Indicator keys	Program these keys with features for quick access to frequently used features.
<b>B</b>	Release key	Cancels an active call.
<b>C</b>	Feature keys	Starts or cancels a feature.
<b>D</b>	Volume controls	Raises and lowers handset volume.
<b>E</b>	Function button	Use to access programming mode and to mute a call.
<b>F</b>	Headset port	
<b>G</b>	Belt clip notch	You can attach a belt clip to the handset by gently

<b>H</b>	Battery pack	
<b>I</b>	Key pad	
<b>J</b>	Microphone	
<b>K</b>	Indicator light	Flashes to indicate that a call is on hold.
<b>L</b>	Display	Shows call information, handset status icons (battery status), and guides you through features and options menus.
<b>M</b>	Softkeys	The labels for softkeys appear in the third line of the display. Soft key functions change with each menu, option, or feature.
<b>N</b>	Handsfree/speakerphone	
<b>O</b>	Hold	Places a call on hold.

## Installing and charging the battery pack for the first time

You must charge the battery pack fully before you use your Avaya 7406E Digital Mobile Handset for the first time. Avaya recommends that for the first two charging cycles you completely drain the charge on the battery before you place the handset back on the charger stand.

1. Plug the charging cradle into the power source using the AC power cord.
2. Use your thumb to slide the battery compartment cover down and off the back of the handset.
3. Position the battery pack in the bottom position inside the battery compartment.
4. Firmly press the top of the battery pack into place.
5. Replace the battery compartment cover.
6. Place the handset in the cradle to charge the battery.
7. Allow the battery pack to charge for a minimum of three hours.

## Telephone Setup

Use the following tasks to set up the 7406e Digital Mobile Handset.

### Setting the ring type

Use the following task to change the ring type on the telephone.

1. Press **Function** key.
2. Scroll to the Ring Type menu.
3. Press **Select**.
4. Scroll to one of the eight ring types.
5. Press **Select** to set the ring type.

### Using the volume control

Use the volume control buttons located on the left side of the handset to raise or lower handset volume.

## 7406e Digital Digital Mobile Handset for IP Office Quick Reference Guide

## Indicator keys

You can program indicator keys to be line or memory keys. Indicator keys can store internal or external numbers, or features, to give you one-touch dialing or feature activation. Avaya IP Office supports duplicate programming. For example, you can program a single feature or number to multiple indicator keys.



### Programming an external autodial number

You can program a indicator key with an external autodial number.

1. Press **Feature \* 1**.
2. Press the indicator key you want to save the number to.
3. Dial the external number you want to save to the memory button.
4. Select **OK** to store the number to the telephone memory.

### Programming an internal autodial number

You can program an internal autodial number to an indicator key.

1. Press **Feature \* 2**.
2. Press the indicator key you want to store the number to.
3. Dial the extension you want to save to the memory button. If a valid extension is entered, it is saved to the memory button automatically.

### Programming a feature code — method 1

You can program a feature code to an indicator key.

1. Press **Feature \* 3**.
2. If prompted for a security code, enter your Hotdesking Login password.
3. Press the indicator key you want to save the feature to.
4. Press **Feature** and enter the feature code. The feature is stored to the selected memory button.

### Programming a feature code — method 2

You can program a feature code to a memory button.

1. Press **Feature \* 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Scroll (using the ">>>" softkey or Volume Up/Down) through the features list to find the feature you want to save to a button
4. Press **Selct** or **HOLD** at the feature you want to program.
5. Press the memory button you want to save the feature to.
6. If prompted with the existing programming on this button, press **Repla** or **HOLD** to program the button. Press **Back** or dial-pad '0' to cancel without saving the programming, and return to the selected feature.
7. Repeat steps 3 through 6 for each additional button you want to program. Press **Rls** when finished.
8. Label the programmed button with a button label strip.

## Resetting memory buttons to default feature code programming

You can return all programmed feature buttons on your phone to the default feature programming for your phone model.

1. Press **Feature \* 3**.
2. If prompted for a security code, enter your Hot Desking Login password.
3. Press **\*\***.
4. Press **Prog** or **Hold** to return all feature buttons to the system defaults.
5. Label the programmed button with a button label strip.

### Erasing a memory button

You can delete the current indicator key programming to reprogram it with a different number or feature.

1. Press **Feature \* 1**.
2. Press the indicator key you want to erase.
3. Select **OK** to delete the current indicator key programming from the telephone memory.

### Labelling indicator keys buttons

Write the indicator keys assignments on the handset card for easy reference of programmed keys. Refer to the device configuration guide for your system for procedures on how to use the Desktop Pro Assistant application for creating key pad labels.

1. Remove the plastic protector and paper card from the handset.
2. Write the key assignment beside each key.
3. Replace the card and protector back on the handset.

## Making and answering calls

There are many ways to place or answer a call depending on how you program the indicator keys and the type of call you want to make.

### Making external calls using a line key

Use the following task to make a call to an external telephone number using a line key.

1. Lift the handset
2. Press an indicator key that is programmed as a line key.
3. Use the key pad dial the external number or the internal extension.

### Making a call using the handsfree/speakerphone key

Use the following task to make a call using the handsfree/speakerphone key.

1. Lift the handset
2. Press the Handsfree/Speakerphone key.
3. Use the key pad to dial the external number or the internal extension.

### Answering calls

An incoming call is available to be answered when your telephone rings and the indicator light flashes.

1. When an incoming call appears on your telephone, lift the handset
2. Press an indicator key that is programmed as a line key or press the **Function** key.
3. To end a call, press the **Release** key.



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### **Placing a call on hold**

Use the following task to place an active call on hold.

1. While on a call, press **Hold** .
2. Press the flashing indicator key to retrieve the call.

### **Making a handsfree call**

Your system administrator must program the handsfree feature on your telephone.

1. Press a line key to make or answer a call.
2. To switch the call to handsfree during an active call, press the Handsfree/ Speakerphone key.
3. To return the call to handset mode during a call, press the Handsfree/Speakerphone key again.

### **Answering a call using the handsfree/ speakerphone key**

Use the following task to answer a call using the Handsfree/ Speakerphone key.

1. Lift the handset
2. Press the **Handsfree/Speakerphone** key.
3. To end a call, press the **Release** key.

### **Using a headset**

You can make and answer calls using a headset instead of using the handset..

1. Press a line key to make or answer a call.
2. To switch the call to the headset during a call while using the handset, plug the headset into the headset jack.
3. To return the call to handset mode during a call, unplug the headset.

### **Handset asleep mode**

When the handset is idle for one minute, the Sleeping ... message appears on the LCD screen.

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