



# User Guide

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## **T7406E** Business Communications Manager

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## How to get help

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This section explains how to get help for Nortel products and services.

### **Getting Help from the Nortel Web site**

The best way to get technical support for Nortel products is from the Nortel Technical Support Web site:

<http://www.nortel.com/support>

This site provides quick access to software, documentation, bulletins, and tools to address issues with Nortel products. More specifically, the site enables you to:

- download software, documentation, and product bulletins
- search the Technical Support Web site and the Nortel Knowledge Base for answers to technical issues
- sign up for automatic notification of new software and documentation for Nortel equipment
- open and manage technical support cases

### **Getting Help over the phone from a Nortel Solutions Center**

If you don't find the information you require on the Nortel Technical Support Web site, and have a Nortel support contract, you can also get help over the phone from a Nortel Solutions Center.

In North America, call 1-800-4NORTEL (1-800-466-7835).

Outside North America, go to the following Web site to obtain the phone number for your region:

<http://www.nortel.com/callus>

### **Getting Help from a specialist by using an Express Routing Code**

To access some Nortel Technical Solutions Centers, you can use an Express Routing Code (ERC) to quickly route your call to a specialist in your Nortel product or service. To locate the ERC for your product or service, go to:

<http://www.nortel.com/erc>

### **Getting Help through a Nortel distributor or reseller**

If you purchased a service contract for your Nortel product from a distributor or authorized reseller, contact the technical support staff for that distributor or reseller.





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# Chapter 1

## What's new

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This is the first release of the T7406e cordless handset. The following list provides the features offered:

- three-line LCD
- LCD supports English, French, and Spanish menus
- six programmable one-touch indicator buttons
- adjustable ring volume
- choice of ring tones
- one-touch volume control
- 20-name directory



# Chapter 2

## Introduction

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The following topics are covered in this chapter:

- [Handset overview](#)
- [Handset features](#)
- [Battery pack overview](#)

### Handset overview

The T7406e handset automatically links with the base station by searching for the base station signal after the installer successfully installs the base station, and charges and registers your handset. After the installer registers the handset, you can configure the handset settings.

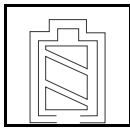
### LCD

The LCD shows three rows of text, with a maximum of 16 characters in each row. The LCD also supports the English, French, and Spanish menus. The LCD is back-lit to help with viewing under low light conditions.

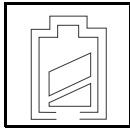
### Battery level indicator

The battery level indicator appears in the upper right-hand corner of the LCD. The battery level indicator shows four levels of battery energy. The Low Battery message appears on the LCD when there are between five and ten minutes of talking time remaining. When the battery reaches this low energy level and you are using the handset, you hear a warning tone approximately every 40 seconds. To charge or top-up the battery, place the handset in the charging cradle.

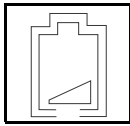
The following icons appear on the LCD to indicate the battery level. The battery level icons show approximate charge status values.



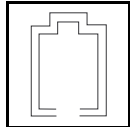
**Indicates battery** pack is fully charged.



**Indicates battery** pack is 2/3 charged.



**Indicates battery** pack is 1/3 charged.



**Indicates battery pack** is completely discharged.

## Standby mode

The handset goes into standby mode after one minute of no use. The Sleeping ... message appears on the LCD.

## Alerts

There are three types of alerts:

- audio: the handset has eight ring tones from which you can choose; press the Func key to mute alerts
- visual: the handset LCD and dial pad are back-lit when the phone rings
- vibration: the handset is equipped with a dc motor that vibrates the phone when it rings (you can turn vibration on or off using the Programming mode menus)

## Ring duration and volume

You can select the ring duration to be a continuous tone or an intermittent pulse. Use the volume keys on the left-hand side of the handset to adjust the ring tone volume level. The ring tone volume level is also the default volume level for audio alerts.

## Handsfree and speakerphone

The T7406E offers both handsfree and speakerphone with echo cancellation functionality.

## Headset

The T7406E handset is equipped with a headset jack to provide connection to a headset. To use a headset, you can plug a headset into the headset jack during a call. The handset goes to headset mode. Unplug the headset while on a call to revert to handset mode.

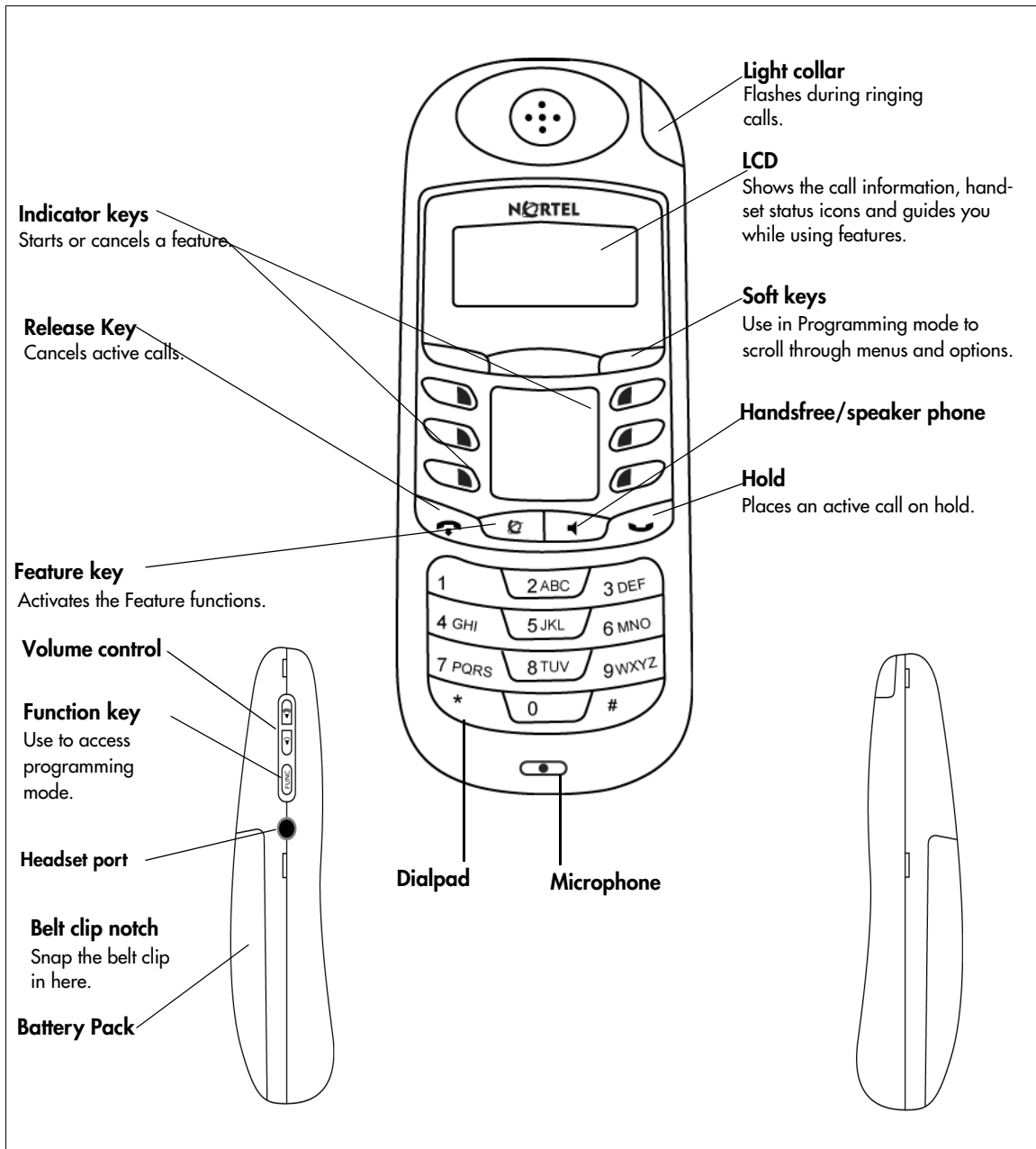
## Mute

Press the Func key on the left-hand side of the handset to activate the mute function during an active call. Press the Func key again to deactivate the mute function.

## Handset features

The [Figure 1 "Handset features"](#) shows the layout of the handset function keys, softkeys, and keypad, as well as additional handset features.

Figure 1 Handset features



## Dial pad character mapping

You can use the dial pad to enter numbers and characters in the directory. To enter the first character on a key, press the appropriate dial pad key once. To enter the second character on a key, press the appropriate dial pad key twice, and so on for subsequent characters and numbers. Refer to [Table 1](#) for a character map of the dial pad.

**Table 1** Dial pad character map

1	, - ' & ( ) @ ! 1	2	A B C a b c 2	3	D E F d e f 3
4	G H I g h i 4	5	J K L j k l 5	6	M N O m n o 6
7	P Q R S p q r s 7	8	T U V t u v 8	9	W X Y Z w x y z 9
*	*	0	0 space	#	#

## Additional handset parts

Along with this guide, the following items are included with the T7406e telephone.

**Figure 2** Handset components



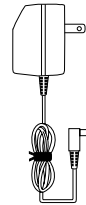
Handset



Charging cradle



Battery pack



ac adapter



Belt clip

## Battery pack overview

This handset contains a rechargeable nickel metal hydride battery. Before you use the T7406e cordless handset, read the following information.

- Follow the proper installation and charging procedures for the T7406e battery pack in Chapter 3.
- You must fully charge the rechargeable battery pack before you use the T7406e handset for the first time.
- A standard 1400-mAh battery pack takes approximately three hours to charge.
- Do not use the nickel metal hydride batteries provided with your T7406e cordless telephone with any other product. These batteries were designed specifically for use with the T7406E telephone and the T7406e charger only. Improper use of the T7406e batteries can result in fire hazard.
- Do not charge the battery with any charger other than the one supplied with this equipment.

- Nickel metal hydride batteries must be disposed of properly.
- Do not dispose of the batteries in office or household waste.



**Warning:** Risk of explosion

Do not expose the battery pack to fire. The batter pack can explode if disposed of in or exposed to a fire.

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Nickel metal hydride batteries are recyclable. You can help preserve the environment by returning your unwanted batteries to your nearest recycling center for recycling or proper disposal.

A fully charged 1400-mAh battery can provide four to five hours of talk time, approximately, and has a three-year service life.

The T7406e meets the following talk-time parameters:

- you can use the handset for an entire workday without putting it into the charger cradle for charging or topping up
- you can use a handset with a fully-charged 1400-mAh battery for four to five hours of talk time
- most users do not use more than three hours of talk time in an average eight-hour work day
- if talk times exceeds four hours or if you use the handset through multiple, consecutive shifts, it is recommended that you have multiple spare batteries on hand

- The battery is not installed during shipping.



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# Chapter 3

## Preparing the handset for use

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Complete the procedure in this chapter to

- install the charging cradle
- install the battery pack
- charge the battery pack in the handset for the first time

### Installing the handset charging cradle



**Warning:** You must complete the steps in this section when you first initialize a base station and configure the first handset.

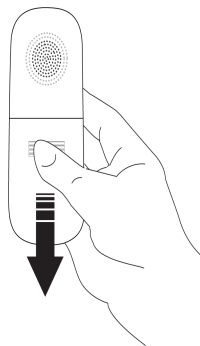
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- 1 Plug the small end of the power adapter into the back of the base station.
- 2 Plug the other end of the power adapter into an ac outlet near the location of the cradle.
- 3 Place the handset in the cradle to charge the battery.

### Installing the battery pack

Complete this procedure if the battery pack is not already installed in your handset.

- 4 Use your thumb to slide the battery compartment cover down and off the back of the handset.
- 5 Position the battery pack in the bottom position inside the battery compartment.
- 6 Firmly press the top of the battery pack into place.
- 7 Replace the battery compartment cover.



## Charging the battery pack for the first time



**Warning:** It is imperative that you follow the steps in this section when you first initialize a base station and configure the first handset.

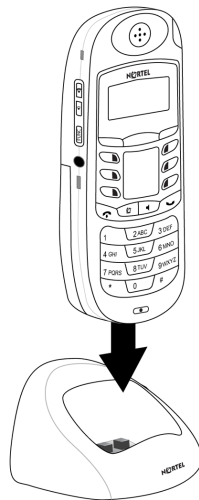
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You must fully charge the rechargeable battery pack before you use your T7406e handset for the first time.

- 1 Slide the handset into the charger, making sure the handset and charger contacts touch.

Charging begins as soon as the handset is placed in the base station. The logo at the front of the charging cradle lights up to indicate that the handset is properly seated and charging.

- 2 Allow the battery pack to charge for a minimum of three hours.
- 3 Trickle charge a spare battery pack in the back battery port of the charger for 12 hours.



# Chapter 4

## Configuring the handset settings

This section describes how to set up a handset with your custom settings. Complete the procedures in this chapter to

- set the handset language
- use the handset directory
- set the key beep preferences
- select a ring tone
- select a ring type
- set the ring volume
- set the default volume
- adjust the handset for noisy environment

### Programming mode menus

The following table maps the menu items and options available when the phone is in programming mode. Table cells that are greyed out are for administrator use only.

**Table 2** Programming mode menus

Main menu	Submenu 1	Submenu 2	Submenu 2
Language	English Francais Espagnol		
Directory	Add New Entry Remove All View All Entries	Enter Name Enter Number  Softkey up Softkey down Select	Dial Edit Name Edit Number Remove
Key Beep	Off On		
Ring/Vibration	Ring On Both Off Both On Vibration On		

**Table 2** Programming mode menus

Main menu	Submenu 1	Submenu 2	Submenu 2
Ring Type	Type-1 Type-2 Type-3 Type-4 Type-5 Type-6 Type-7 Type-8		
Ring Level	High Medium Low		
Default Volume	Level-1 Level-2 Level-3 Level-4 Level-5 Level-6 Level-7 Level-8 No Default		
Noisy Location	Level-1 Level-2 Level-3 Level-4		
Maintenance	Enter Pswd	Assign Port ID  Registration De-Registration  Change PSW	1 2 3 4 No? Yes?  No? Yes?  Enter New Password
Reset Handset	Yes? No?		

## Navigating through programming mode menus

- 1 Press the **Func** key to enter programming mode.  
The main menu appears.
- 2 Use the **Up**, **Select**, and **Down** softkeys to scroll through the main menu.
- 3 Press the **Release** key at any menu level to return to the previous menu level.
- 4 Press the **Release** key at the main menu to exit programming mode.

## Setting the handset language

Complete the following procedure to choose a language for the handset menus.

### Setting the handset language

- 1 Press the **Func** button on the side of the handset.  
The System Programming menu appears.
- 2 Use the up and down buttons to scroll to the **Language** menu.
- 3 Press **Select**.
- 4 Scroll to the language you want to use on the handset.
- 5 Press **Select**.

The menus appear in the language you selected.

## Using the directory

Complete the following procedures to

- add a new entry
- view entries
- search for an entry
- dial an entry
- edit entries
- remove an entry
- remove all entries

### Adding an entry to the phone directory

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **Add New Entry**.
- 4 Press **Select**.
- 5 Use the number pad to enter the name of a contact.
- 6 Press **Select**.
- 7 Use the number pad to enter the phone number.
- 8 Press **Select**.

The **OK!** message appears and top of the Directory menu appears on the LCD.

## Viewing and dialing entries in the phone directory

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **View Entries**.
- 4 Press **Select**.
- 5 Scroll through the entries.
- 6 Press **Select** to select an entry.
- 7 Scroll to the **Dial** command.
- 8 Press **Select** to dial the number from the directory.

## Searching the phone directory

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **View Entries**.
- 4 Press **Select**.
- 5 Use the dial pad to enter a letter.

The directory does an alphabetic search for an entry starting with the letter you entered. If an entry is found, it appears on the LCD. If no entry is found the **No Entries For "DEFded3"** message appears.

## Editing an entry in the phone directory

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **View Entries**.
- 4 Press **Select**.
- 5 Scroll through the entries.
- 6 Press **Select** to select an entry.
- 7 Scroll to **Edit Name**.
- 8 Press **Select**.
- 9 Use the first softkey to backspace and delete the name.
- 10 Use the key pad to re-enter the name correctly.
- 11 Press the **Release** key to return to the **View Entries** menu.
- 12 Scroll to **Edit Number**.
- 13 Press **Select**.

- 14 Use the first softkey to backspace and delete the number.
- 15 Use the key pad to re-enter the number correctly.
- 16 Press the **Release** key to return to the **View Entries** menu.

### Deleting an entry

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **View Entries**.
- 4 Press **Select**.
- 5 Scroll to the entry you want to remove.
- 6 Press **Select**.
- 7 Scroll to the **Remove** command.
- 8 Press **Select**.  
The **Remove?** prompt appears.
- 9 To remove the entry, press **Select**. To cancel the command go to step 10.  
The entry is removed from the directory.
- 10 To cancel the **Remove** command, press the **Release** key.

### Deleting all entries

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to **Remove All**.
- 4 Press **Select**.  
The **Remove All?** prompt appears.
- 5 To remove the entries, press **Select**. To cancel the command go to step 6.  
All entries are removed from the directory.
- 6 To cancel the **Remove All** command, press the **Release** key.

## Setting volume and tones

Complete the following procedures to

- turn key beeps on or off
- set the ring and vibration options
- select a ring type

- select a ring volume
- select a noisy location level

### Setting key beeps

- 1 In programming mode, scroll to the **KEY BEEP** menu.
- 2 Press **Select**.
- 3 Scroll to the **On** option to turn key beeps on.
- 4 Scroll to the **Off** option to turn key beeps off.

### Setting the ring and vibration options

- 1 In programming mode, scroll to the **KEY RING/VIBRATION** menu.
- 2 Press **Select**.
- 3 Scroll to the **RING On** option to turn only the ringer on.
- 4 Scroll to the **VIBRATION On** option to turn only the vibration on.
- 5 Scroll to the **Both On** option to turn the ringer and the vibration on.
- 6 Scroll to the **Both Off** option to turn both options off.

### Setting the ring type

- 1 In programming mode, scroll to the **RING TYPE** menu.
- 2 Press **Select**.
- 3 Scroll to one of the eight ring types.
- 4 Press **Select**.

### Setting the ring level

- 1 In programming mode, scroll to the **RING LEVEL** menu.
- 2 Press **Select**.
- 3 Scroll to one of the three ring (High, Medium, or Low) types.
- 4 Press **Select**.

### Setting the noisy location level

- 1 In programming mode, scroll to the **NOISY LOCATION** menu.
- 2 Press **Select**.
- 3 Scroll to one of the four levels.
- 4 Press **Select**.



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# Chapter 5

## Using the handset

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This section describes how to use the handset to

- make calls
- answer calls
- put a call on hold
- use handsfree/speakerphone
- use a headset
- program indicator keys
- use features

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 a call using a line button

- 1 Pick up the handset.
- 2 Press an indicator key that is programmed as a **Line** button.  
You hear a dial tone.
- 3 Use the key pad to dial the external number or the internal extension.

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

- 1 Pick up the handset.
- 2 Press the **Handsfree/Speakerphone** button.  
You hear a dial tone.
- 3 Use the key pad to dial the external number or the internal extension.

### Answering a call using a line button

- 1 Lift the handset.
- 2 Press an indicator key that is programmed as a **Line** button.
- 3 To end a call, press the **Release** button.

## Answering a call using the handsfree/speakerphone button

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

## Putting a call on hold

- 1 While a call is active, press the **Hold** button.
- 2 To release the call and make it active again, press the **Hold** button again.

## Using handsfree/speakerphone

- 1 Press a line button to make or answer a call.
- 2 To switch the call to handsfree during a call while using the handset, press the **Handsfree/Speakerphone** button.
- 3 To return the call to handset mode during a call, press the **Handsfree/Speakerphone** button again.

## Using a headset

- 1 Press a line button 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.

## Programming indicator keys

You can program a programmable line or feature indicator key with a new number or feature.

### Programming external autodial

- 1 Press the **Feature** key.
- 2 Enter \*1 using the telephone dialpad.
- 3 Press an indicator key.
- 4 Dial the external number.
- 5 Select **OK** to store the number.

## Programming internal autodial

- 1 Press the **Feature** key.
- 2 Enter \*2 using the telephone dialpad.
- 3 Press an indicator key.
- 4 Dial the extension.
- 5 Select **OK** to store the number.

## Programming a feature

- 1 Press the **Feature** key.
- 2 Enter \*3 using the dialpad.
- 3 Press an indicator key.
- 4 Select **Feature**.
- 5 Enter the feature code.
- 6 Select **OK** to store the feature code.

## Erasing a programmed indicator keys

- 1 Press the **Feature** key.
- 2 Enter \*1 using the dialpad.
- 3 Press an indicator key.
- 4 Select **OK** to erase the indicator key.



## FCC Caution

1. The device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:
  - (1) This device may not cause harmful interference.
  - (2) This device must accept any interference received, including interference that may cause undesired operation.
  
2. **C**hanges or modifications to this unit not expressly approved by the party responsible for compliance could void the user authority to operate the equipment.
  
3. The antenna(s) used for the base-unit must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter. "