Spectralink 7202/7212 Handset

Quick Start Guide

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Note: If a menu/submenu/setting/function is not visible, it is controlled by a local administrator. Contact them, if a change is needed.

Charge your handset for 5 hours prior to first use for best performance.

Turning Handset On

- Press left softkey to turn on handset.

Turning Handset Off

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

Adjusting Speaker/Headset Volume

- While on call, press the keys placed at the upper right side of the handset for volume control.

Adjusting Ringing Volume

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

Changing Ringing Tone

1. Press **Menu** to enter main menu.
2. Scroll to **Settings**, and press **Select**.
3. Scroll to **Ringing tone**, and press **Select**.
4. Scroll to the desired ring tone, and press the **right side of the navigation key** to listen to the ring tone.
5. Press the **left side of the navigation key** to listen to the internal calls ring tone.
6. Scroll to the desired ring tone, and press **Change** to select the new ring tone.

Off Hook Dialling (Dial Directly)

1. Press 📞.
2. Dial number.
3. Press 📞 to end the call.

On Hook Dialling (Pre-Dial)

1. Dial number.
2. Press 📞.
3. Press 📞 to end the call.

Speed Dial Calls

- Press and hold a key (0-9) for three seconds, until the call is initiated.

Answering and Ending Calls
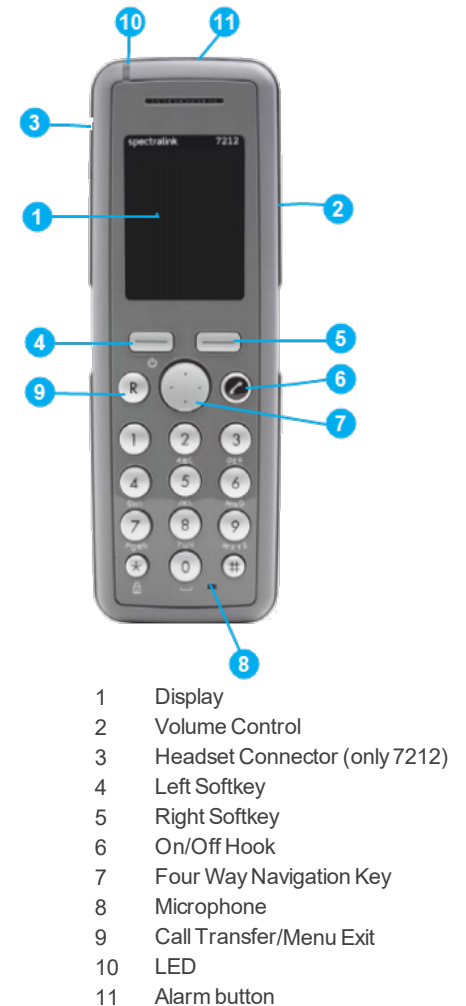
- To answer or end a call, press 📞.

Call List Calls

1. Press the **left side of the navigation key** to enter **Call List**.
2. Scroll to the desired name or number, and press 📞.

Call Missed calls

1. Press the **right side of the navigation key** to enter **Missed Call List**.
2. Scroll to the desired name or number, and press 📞.

Phone Book Calls (Local)

1. Press the **bottom of the navigation key** to enter local phonebook.
2. Scroll to the desired name and press 📞 to make a call.

1	Display
2	Volume Control
3	Headset Connector (only 7212)
4	Left Softkey
5	Right Softkey
6	On/Off Hook
7	Four Way Navigation Key
8	Microphone
9	Call Transfer/Menu Exit
10	LED
11	Alarm button

Company Phone Book Calls

1. While on hook, press the **top of the navigation key** to enter the company phone book.
2. Search for name or number, press **Select**, then scroll to either telephone number or mobile number and press **Dial** or 📞 to dial the number.

Adding a New Contact to Phone Book

1. Press **Menu** to enter main menu.
2. Scroll to **Phone Book**, and press **Select**.
3. Scroll to **Add name/number**, and press **Select**.
4. Type the name of the contact using the keys 0-9.
5. Scroll to number, and enter the directory number of the contact (max. 24 digits/64 characters).
6. Press **Save** to store name and directory number.

If the display shows **Memory full**, it is necessary to delete one or more contacts from phone book.

Assigning Speed Dials

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

Locking/Unlocking Keypad

- Press left softkey followed by * button to lock or unlock the keypad.

Silent Mode On/Off

- Press **Menu**, followed by the **#** button to turn the handset silent mode on/off. In silent mode there is no sound for incoming calls and notifications.

Exit Menus

- Exit menus and return to home screen, press **R**.

Speakerphone On/Off

1. While in a call, press **Options**, scroll to **Spkr. on** to enable speakerphone.
2. To disable speakerphone, press **Options**, scroll to **Spkr. off** to disable speakerphone.
3. Alternatively, pressing the **left side of the navigation key** during a call can enable or disable the speakerphone.

Microphone Mute On/Off

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

Handset Icons

Icon	Description
❌📞	Missed calls
↗📞	Incoming calls
🔋⚡	Battery charging (in charger)
🔋⚡	Battery charging (handset turned on in charger)
🔋	Battery capacity decreasing (handset out of charger)
🔋	Battery capacity low
✉	Message received
🔒	Keypad locked
🎵	Silent mode
🔊	Appears when loudspeaker is turned on
🎤	Microphone muted

Technical Specifications

Capacity Spectralink 7202

- Active talking time (Economy mode) up to 22 hours.
- Standby time up to 141 hours.

Capacity Spectralink 7212

- Active talking time (Economy mode) up to 22 hours.
- Standby time up to 141 hours.

Temperature

- Operating temperature: -10° - 55°C/14° - 131°F
- Charging temperature: 0° - 40°C/32° - 104°F