



# **T7406E Cordless Handset User Guide**

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## **T7406E** **Business Communications Manager**

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# Task List

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Installing the handset charging cradle .....	19
Installing the battery pack.....	19
Charging the battery pack for the first time.....	20
Installing the external battery charger .....	20
Charging spare batteries in the external charger .....	20
Navigating through programming mode menus .....	25
Adding an entry to the phone directory.....	26
Viewing and dialing entries in the phone directory .....	26
Searching the phone directory.....	26
Editing an entry in the phone directory .....	26
Deleting an entry .....	27
Locking and unlocking the keypad .....	27
Turning the message LED on or off.....	28
Setting the duration of the backlight .....	28
Setting key beeps .....	28
Setting the ring and vibration options .....	29
Setting the ring type.....	29
Setting the ring level .....	29
Setting the noisy location level .....	29
Making a call using a line key .....	31
Making a call using the handsfree/speakerphone key.....	31
Answering a call .....	31
Answering a call using the handsfree/speakerphone key .....	32
Putting a call on hold .....	32
Using handsfree/speakerphone.....	32
Using a headset.....	32
Programming external autodial.....	32
Programming internal autodial.....	33
Programming a feature .....	33
Erasing a programmed indicator keys .....	33



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# Contents

---

<b>How to get help</b> .....	<b>7</b>
<b>New in this release.</b> .....	<b>9</b>
Three-line LCD .....	9
One-touch indicator keys .....	9
Choice of ring tones .....	9
20-name directory .....	9
Battery level indicator .....	10
<b>Introduction</b> .....	<b>11</b>
Handset overview .....	11
LCD .....	11
Battery level indicator .....	11
Standby mode .....	12
Alerts .....	12
Ring duration and volume .....	12
Handsfree and speakerphone .....	12
Headset .....	13
Mute .....	13
Handset features .....	13
Indicator keys .....	15
Dial pad character mapping .....	15
Additional handset parts .....	15
<b>Battery pack overview</b> .....	<b>16</b>
External battery charger .....	17
<b>Preparing the handset for use</b> .....	<b>19</b>
<b>Configuring the handset settings.</b> .....	<b>23</b>
Programming mode menus .....	23
Using the directory .....	25
Locking and unlocking the keypad .....	27
Setting the message LED .....	28
Setting the duration of the backlight .....	28
Setting volume and tones .....	28
Checking the battery voltage .....	29
<b>Using the handset</b> .....	<b>31</b>
Programming indicator keys .....	32



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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

## New in this release

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This is the first release of the T7406E cordless handset. See the following sections for information about features:

- three-line LCD
- six programmable one-touch indicator keys
- choice of ring tones
- 20-name directory
- battery level indicator

### Three-line 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. For more information on the LCD, see [“LCD” on page 11](#).

### One-touch indicator keys

You can program the indicator keys with internal or external numbers for speed-dialing, or with features. For more information on the how to program the one-touch indicator keys, see the following procedures:

- [“Programming external autodial” on page 32](#)
- [“Programming internal autodial” on page 33](#)
- [“Programming a feature” on page 33](#)
- [“Programming a feature” on page 33](#)

### Choice of ring tones

You can chose one of eight ring tones. For more information on ring tones, see [“Setting the ring and vibration options” on page 29](#).

### 20-name directory

You can store a maximum of 20 internal or external numbers in the handset directory. For more information on the directory, see [“Adding an entry to the phone directory” on page 26](#).

## 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. For more information on the battery level indicator, refer to [“Battery level indicator” on page 11](#).

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# 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 cordless 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, and the call-hold indicator flashes when a call is on hold.
- vibration: the handset is equipped with a dc motor that vibrates the phone when it rings (use the Programming menus to turn the vibration feature on or off).

## 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 cordless handset offers both handsfree and speakerphone functionality.

## Headset

The T7406E cordless handset is equipped with a headset jack to provide connection to a headset. You can plug a headset into the headset jack during a call. The handset switches to headset mode. Unplug the headset while on a call to revert to handset mode.

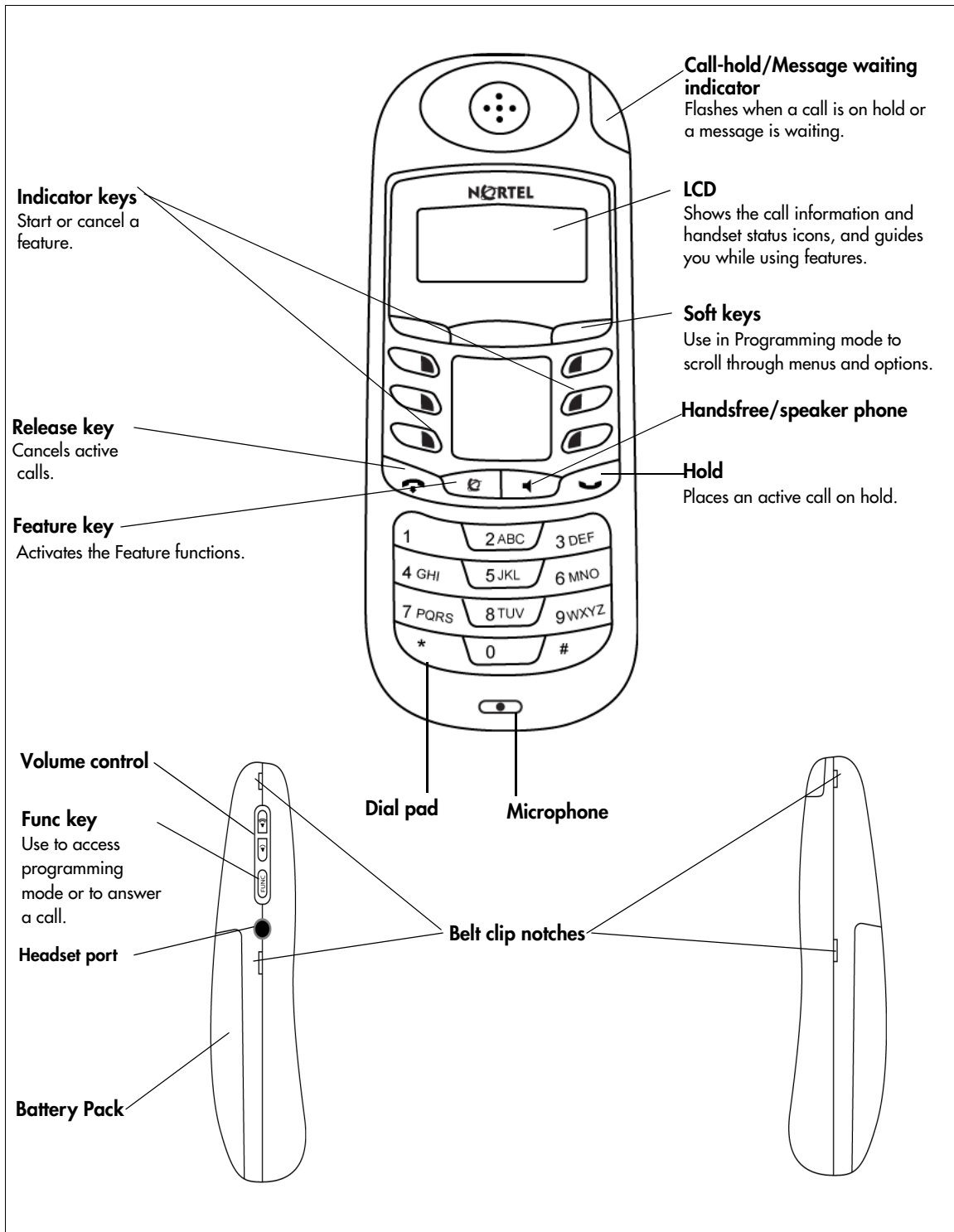
## Mute

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

## Handset features

[Figure 1 on page 14](#) shows the layout of the handset function keys, softkeys, and keypad, as well as additional handset features.

Figure 1 Handset features



## Indicator keys

You can program each of the six indicator keys as one-touch dialing keys or as feature keys. Each of the six indicator keys is preprogrammed as shown in the following table.

**Table 1**

Left-hand keys	Setting	Right-hand keys	
Top	Do Not Disturb	Top	Last Number
Middle	Make Call First	Middle	Talk Mode (Dial Voice Call)
Bottom	Forward To	Bottom	Talk Mode

## 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. See [Table 1](#) for a character map of the dial pad.

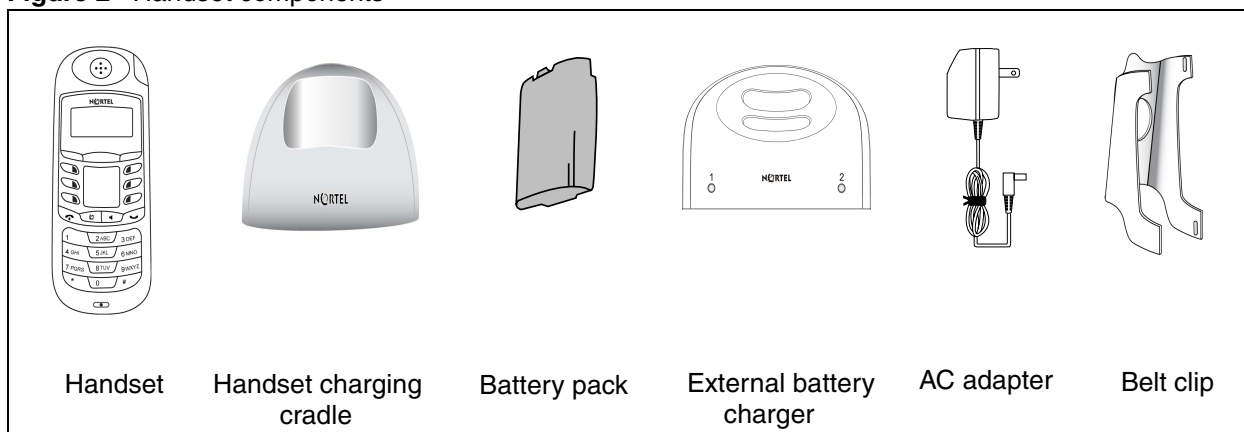
**Table 1** Dial pad character map

1	, - Nortel Networks ( ) @ ! 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 cordless handset.

**Figure 2** Handset components



## Battery pack overview

This handset contains a rechargeable nickel metal hydride battery. Before you use the T7406E cordless handset, read the following information:

- Install and charge the T7406E cordless handset battery pack (see [“Installing the battery pack” on page 19](#)).
- You must fully charge the rechargeable battery pack before you use the T7406E cordless handset for the first time.
- A standard 700-mAh battery pack takes approximately three hours to charge.
- Do not use the nickel metal hydride batteries provided with your T7406E cordless handset with any other product. These batteries are designed specifically for use with the T7406E cordless handset and charger only. Improper use of the T7406E cordless handset batteries can result in a fire hazard.
- Do not charge the battery with any charger other than the one supplied with this equipment.
- You must dispose of nickel metal hydride batteries 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 you try to dispose of in or expose it to a fire.

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

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

The T7406E cordless handset meets the following talk-time parameters:

- You can use the handset for an entire eight-hour work day without putting it into the charger cradle for charging or topping up.
- You can use a handset with a fully-charged 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 time exceeds four hours, or if you use the handset through multiple, consecutive shifts, ensure you have multiple spare batteries on hand.

The T7406E meets the following standby parameters:

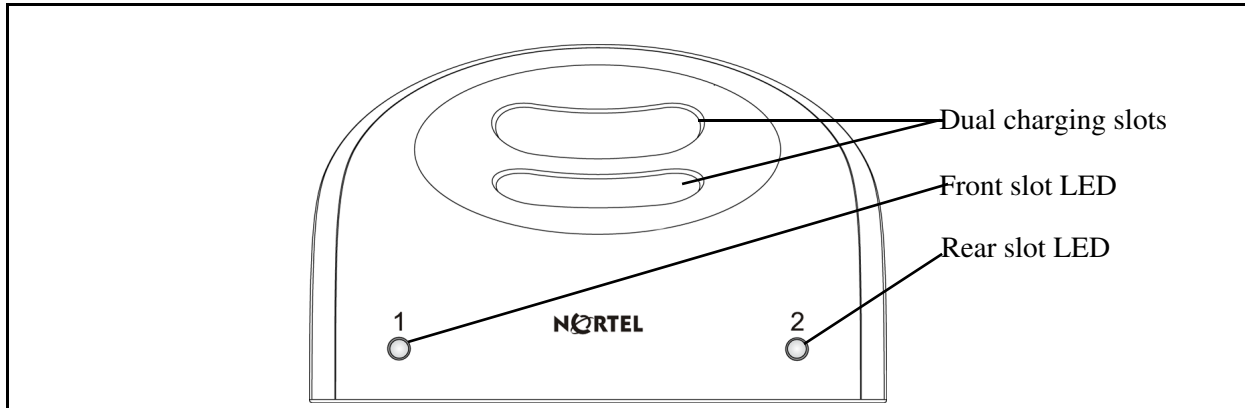
- You can have the handset, with a fully-charged battery, in standby mode for up to 36 hours.
- If the phone is in standby mode, the low-battery status is not indicated.
- You can perform most configurations only when the handset is in the standby mode.



## External battery charger

The 240mA external battery charger allows you to charge two battery packs at the same time, while a third battery pack is in the handset. The external battery charger has two slots for the battery packs.

**Figure 3** External battery charger



Two LEDs, marked 1 and 2, are associated with the two slots. The LEDs light up when the associated slot is active. When you connect the battery charger to a power source, the Nortel logo at the front of the charger is backlit.

To charge a battery pack, insert the battery pack into one of the available slots. When the battery pack is properly inserted, the corresponding LED flashes for two seconds to indicate whether or not the battery is accepted. If the battery is dead, the red LED flashes. The flashing red LED indicates that the battery is not suitable for charging. If the battery is good, the LED flashes red to indicate that charging is in process.

When the battery is fully charged, the LED turns green. It takes approximately 5 hours for a depleted battery pack to be completely recharged.



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# Chapter 3

## Preparing the handset for use

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Complete the procedures 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.

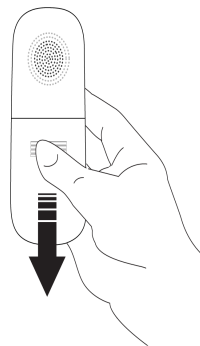
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- 1 Plug the small end of the power adapter into the back of the charging cradle.
- 2 Plug the other end of the power adapter into an AC outlet near the location of the cradle.
- 3 Place the handset in the cradle to charge the battery.

### Installing the battery pack

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

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

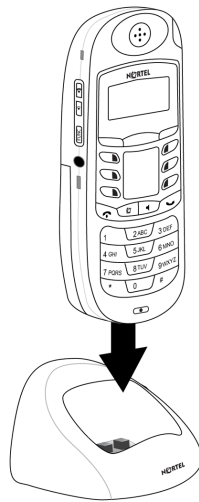
---

You must fully charge the rechargeable battery pack before you use your T7406E cordless handset 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.



## Installing the external battery charger

- 1 Plug the small end of the power adapter into the back of the battery charger.
- 2 Plug the other end of the power adapter into an AC outlet near the location of the charger.
- 3 Place one or two battery packs in the charger.

The red LED for each battery pack slot flashes to indicate that the battery is charging. The Nortel logo lights. The LEDs turn green when the battery packs are fully charged.

## Charging spare batteries in the external charger

- 1 To charge a battery pack, insert the battery pack into one of the available slots of the external battery charger.

When the battery pack is properly inserted, the corresponding LED flashes for two seconds to indicate whether or not the battery is accepted. If the battery is dead, the red LED flashes. The flashing red LED indicates that the battery is now suitable for charging. If the battery is good, the LED flashes red to indicate that charging is in process.

**2** Charging begins as soon as the battery is placed in the charger.

Two LEDs, marked 1 and 2, are associated with the two slots. The LEDs light up when their the associated slot is active. When you connect the battery charger to a power source, the Nortel logo at the front of the charger is backlit.



# 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

- use the handset directory
- lock or unlock the keypad
- turn the message LED on or off
- set the backlight duration
- 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 system 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 3	Submenu 4	Submenu 5
Directory	List Up  Add Down	Edit  Dial Down  Bksp Save Space	Back Name Next	Back Number Next	Back Remove Done
Key Lock?	Key locked Key unlock?	Select			
Message LED	On Off				

**Table 2** Programming mode menus

Main menu	Submenu 1	Submenu 2	Submenu 3	Submenu 4	Submenu 5
Back Light	60sec 50sec 40sec 30sec 20sec 10sec Off				
Key Beep	Off On				
Ring/Vibration	Ring On Both Off Both On Vibration On				
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-8 Level-7 Level-6 Level-5 Level-4 Level-3 Level-2 Level-1 No Default				
Noisy Location	Level-1 Level-2 Level-3 Level-4				



**Table 2** Programming mode menus

Main menu	Submenu 1	Submenu 2	Submenu 3	Submenu 4	Submenu 5
Display Battery	Voltage Level				
Maintenance	Enter Pswd	Assign Port ID	1 2 3 4		
		Registration	No? Yes?		
		Scan Base RF	No? Yes?		
		Scan Environ	No? Yes?		
		De-Registration HS	No? Yes?		
		Change PSW	Enter New Password		
		Reset handset?	No? Yes?		

## Navigating through programming mode menus

Complete this procedure to learn how to scroll up and down through the main menu, and up and down through menu options.

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

## 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 Press **Add**.
- 4 Use the number pad to enter the name of a contact.
- 5 Press **Back** to delete characters.
- 6 Press **Space** to move the cursor forward to add a space.
- 7 Press **Save** when you have finished creating the entry.
- 8 Use the number pad to enter the phone number.
- 9 Press **Save**.

The **OK!** message appears and the 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 through the entries.
- 4 Press **Edit** to modify an entry.
- 5 Press **Dial** to dial a number from the directory.

## Searching the phone directory

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

The directory does an alphabetical search for an entry starting with the letter you entered. If an entry is found, it appears in 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 the entry you want to edit.
- 4 Press **Edit**.
- 5 To edit then name, press **Name**.
- 6 To edit the number, press **Next** and then **Number**.

- 7 Press **Back** to delete characters.
- 8 Use the key pad to edit the name or number.
- 9 Press **Space** to move the cursor forward to add a space.
- 10 Press **Save**.

## Deleting an entry

- 1 In programming mode, scroll to the **Directory** menu.
- 2 Press **Select**.
- 3 Scroll to the entry you want to remove.
- 4 Press **Edit**.
- 5 Use **Next** twice.
- 6 Press **Remove**.  
The **Remove?** prompt appears.
- 7 Press **Select**.  
The entry is removed from the directory.
- 8 To cancel the **Remove** command, press **Back**.

## Locking and unlocking the keypad

When you lock the telephone keypad, you cannot use any of the keypad keys or the indicator keys.  
When you lock the telephone keypad, you can answer incoming calls

### Locking and unlocking the keypad

- 1 In programming mode, scroll to the **Key-Lock?** menu.
- 2 To lock the telephone keypad, press **Select**.
- 3 To unlock the telephone keypad, press the **Func** key.
- 4 Press **Select**.

## Setting the message LED

Complete this procedure to have the message LED flash when you receive a voice message, or to turn off this option.

### Turning the message LED on or off

- 1 In programming mode, scroll to the **Message LED** menu.
- 2 Press **Select**.
- 3 To turn the message LED on, scroll to the **On** option and press **Select**.
- 4 To turn the message LED on, scroll to the **Off** option and press **Select**.

## Setting the duration of the backlight

Complete this procedure to set the length of time the backlight remains on after you have completed a call or other action on the handset. The longer duration you select for the backlight, the less talk time and standby time you have.

### Setting the duration of the backlight

- 1 In programming mode, scroll **Back Light**.
- 2 Press **Select**.
- 3 Scroll through the duration options (shown in 10-second increments) to the length of time you want the backlight to remain on.
- 4 Press **Select**.

## 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 on key beeps.

- 4 Scroll to the `Off` option to turn off key beeps.

## 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 on only the ringer.
- 4 Scroll to the `Vibration On` option to turn on only the vibration.
- 5 Scroll to the `Both On` option to turn on the ringer and the vibration.
- 6 Scroll to the `Both Off` option to turn off both options.

## 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

Set the noisy location level in accordance with the noise level in your area. Select 1 if the noise level is low and 4 if the noise level is high.

- 1 In programming mode, scroll to the `Noisy Location` menu.
- 2 Press `Select`.
- 3 Scroll to one of the four levels.
- 4 Press `Select`.

## Checking the battery voltage

To check the voltage of the handset battery, scroll to the `Display Battery` menu and press `Select`. The approximate voltage of the battery appears.



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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 key

- 1 Pick up the handset.
- 2 Press an indicator key that is programmed as a **Line** key.  
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 key

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

### Answering a call

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

## Answering 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.

## Putting a call on hold

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

## Using handsfree/speakerphone

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

## Using a headset

- 1 Press a line key to make or answer a call.
- 2 While using the handset, switch the call to the headset during a call by plugging 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 dial pad.
- 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 dial pad.
- 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 dial pad.
- 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 dial pad.
- 3 Press an indicator key.
- 4 Select OK to erase the indicator key.

