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Spectralink 8440 Series
Quick Start Guide

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Additional Resources

Online Reference

The Spectralink 84-Series Wireless Handset User Guide is your complete reference for utilizing all of the features of this handset.

Spectralink Wireless Telephones Safety Information Spectralink 84-Series Regulatory Information

All support documents may be downloaded from http://support.spectralink.com.

Select product type and product name from the dropdown list in order to access the product support page.

Product Compatibility

Use only 84-Series products with other 84-Series products as identified by the model number located on the label of the product.

If you have any questions about product compatibility, contact your system administrator.

Battery Pack Initial Set Up

You must fully charge your handset's Battery Pack before you use it for the first time.

Warning

This equipment will not operate when mains power fails.

Caution

The reliability of the Spectralink® Panic button and Personal Alarms/ SAFE application depends on the functionality and reliability
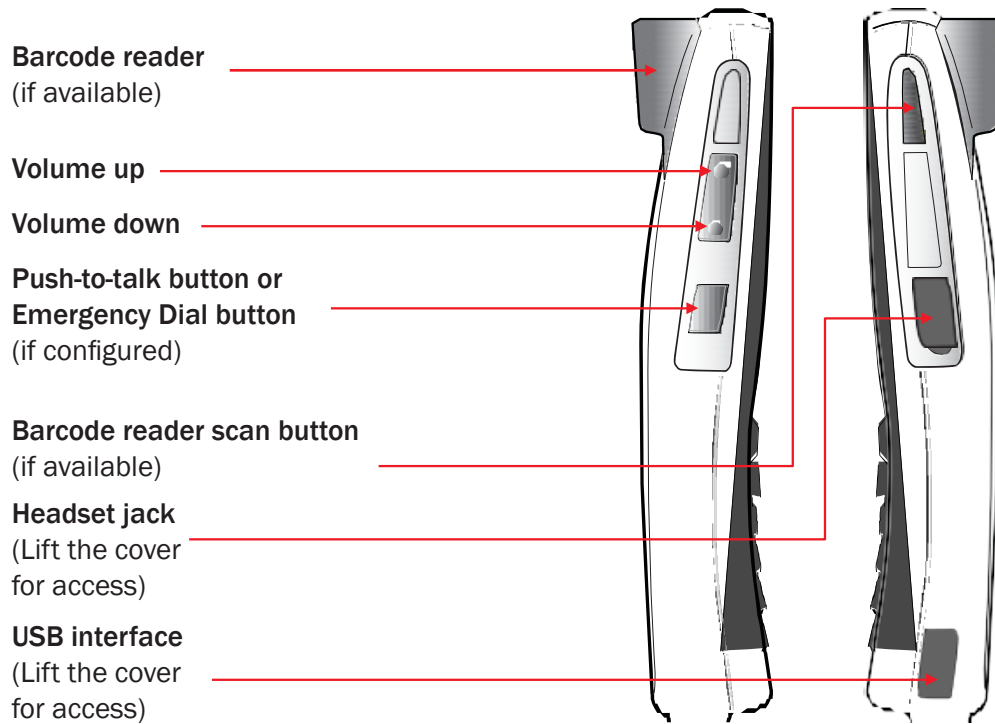
of the greater infrastructure – the wireless LAN, the LAN, the call server, the central provisioning server, the server hosting location services, the central security system and its servers, the correct configuration of the Spectralink 84-Series handsets and provisioning server, and thorough training of personnel. Spectralink assumes no responsibility and shall not be liable for any of the above dependency factors. In addition, please be aware that the Spectralink Panic button and SAFE application should not be your sole solution to any of your safety concerns and are not a substitute for safe practices and procedures.
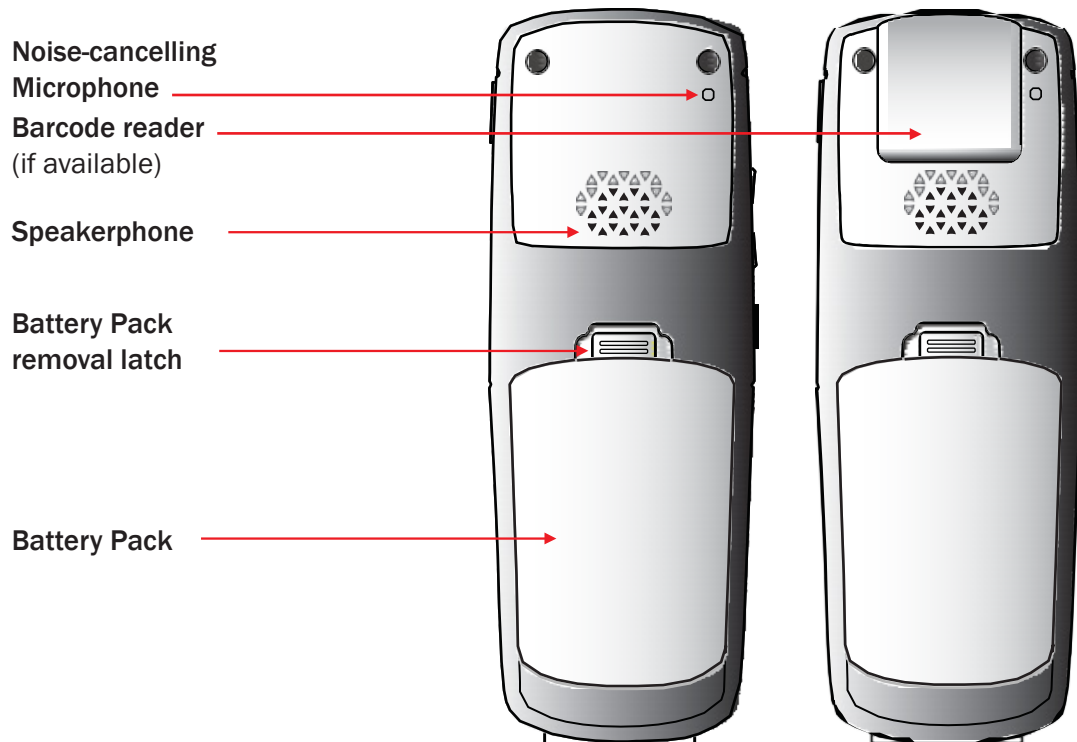
Contents

Side View

Barcode reader
(if available)

Volume up

Volume down

**Push-to-talk button or
Emergency Dial button**
(if configured)

Barcode reader scan button
(if available)

Headset jack
(Lift the cover
for access)

USB interface
(Lift the cover
for access)

Rear View

**Noise-cancelling
Microphone**

Barcode reader
(if available)

Speakerphone

**Battery Pack
removal latch**

Battery Pack

Front View

LED indicator

Full-color LCD display

Home key

Returns you to the *Home* screen

Start key

- Opens the Dialer from the *Home* screen
- Initiates a call from the Dialer
- Answers an incoming call

OK key

- Selects menu items
- Enables or disables menu items

Keypad

While in *Multi Key Answer Mode* you can use any keypad key to answer an incoming call instead of pressing the **Start** key or **Answer** soft key

Soft keys

Access context-sensitive features

Navigation keys

▲ and ▼ Scroll through menus and fields

◄ and ►

Move cursor

Back key

Returns to the previous menu level or to the *Home* screen

End key

- Ends the call or returns to the Home screen
- Rejects an incoming call
- Terminates a conference call
- Powers the handset on or off when held down for about two seconds

Logging In and Signing In

In some environments, you will need to log in and/or sign in to your handset before it is operational.
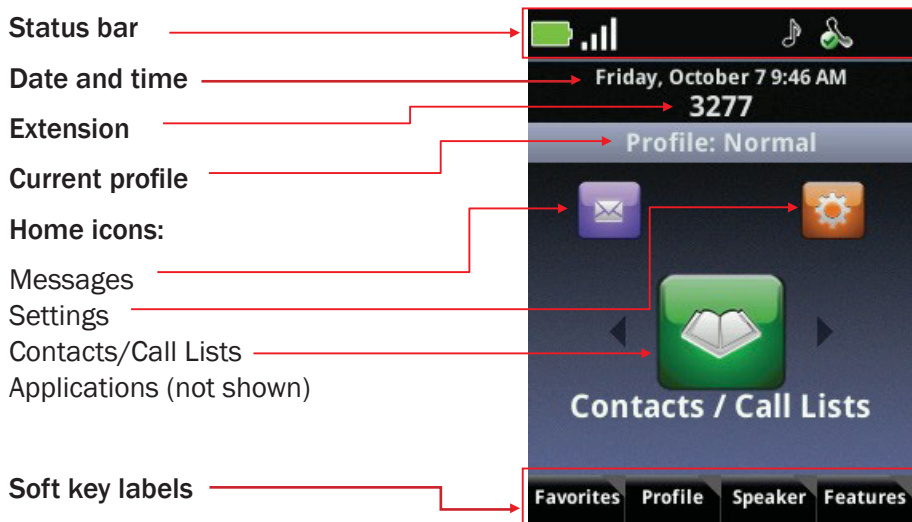
Sharing Handsets

When User Profiles are deployed, a handset may be shared by any number of users. Users must turn on the handset and log in to access their custom settings, call lists, and other telephony features.

From the Home screen, press the **Features** soft key, and select **Login**. Enter your user name and password in the fields. If you have any question about what these are, contact your system administrator. Use the **Encoding** soft key for character entry variations.

Always log out when you have finished using your phone for the day. From the Home screen, press the **Features** soft key, and select **Logout**.

The Home Screen

The Home screen provides you with information about the status of the handset and the Home icons.

Status bar

Date and time

Extension

Current profile

Home icons:

Messages
Settings
Contacts/Call Lists
Applications (not shown)

Soft key labels

Home Icons

The Home icons allow you to access your handset's features from the Home screen. Use the ◄ and ► keys to rotate the Home icons. Press the **OK** key to select the center icon.

Contacts/Call Lists

The Contacts/Call Lists icon gives you access to your Contact Directory and your Corporate Directory, if available. For more information, see *Contact Directory*.

Messages

The Messages icon gives you access to Voicemail and Instant Messages. For more information, see *Voicemail* and *Instant Messaging*.

Settings

The Settings icon opens a menu for configuring many handset features. See your User Guide for a complete list of these options.

Applications

Depending on the configuration of your handset, a menu of custom applications may be accessible by selecting the Applications icon from the Home screen. See your system administrator for information about any applications listed on this menu.

Shortcut Menus

The soft keys at the bottom of the display allow you to select functions. The gray triangles in the upper right corner of the soft keys indicate that there is a shortcut menu with additional options. Use the shortcut menus to quickly find the options you want.
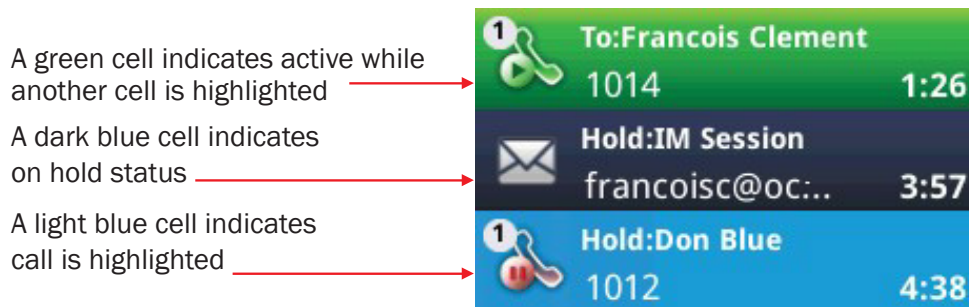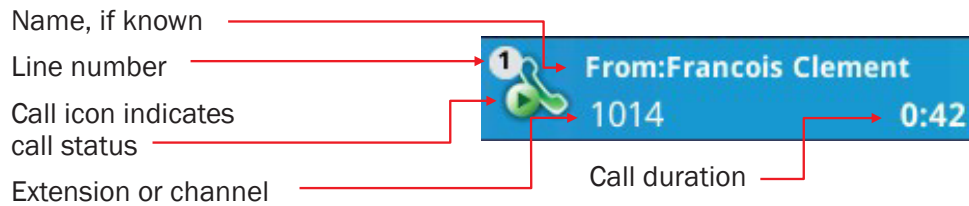
Use the ▲ and ▼ navigation keys to highlight an option, and choose the option by pressing **OK**. Alternatively, you can press the number of the option on the keypad to instantly activate it. Grayed options are not available.
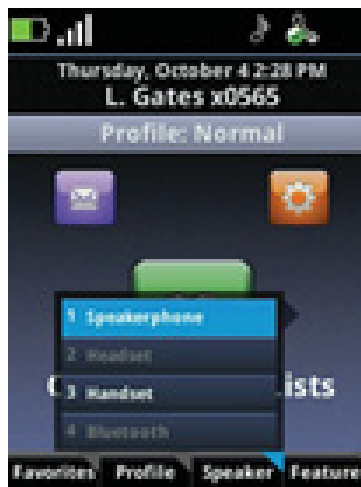

The Session Manager

Use your handset to manage up to eight communication sessions—calls, broadcasts, chats, and alerts—at any one time and in any combination. Each communication session is shown as a color-coded cell in the Session Manager screen. Cells display with a call icon indicating call status, a line number indicator, the name and extension/channel of the party, and the call duration, as shown next:

Name, if known

Line number

Call icon indicates
call status

Extension or channel

From:Francois Clement
1014   0:42

Call duration

A green cell indicates active while
another cell is highlighted

A dark blue cell indicates
on hold status

A light blue cell indicates
call is highlighted

To:Francois Clement
1014   1:26

Hold:IM Session
francoisc@oc:..   3:57

Hold:Don Blue
1012   4:38

When a cell is highlighted, soft keys display that you can press to affect that call while other cells remain unaffected. Use the ▲ and ▼ navigation keys to scroll to and highlight a cell. Press the OK key to select the highlighted cell.

Status and Call Icons

Status Icon	Indication	Call Icon	Indication
	Battery Full		Outgoing call
	Signal strength with location services		Call active
	Mute		Call on Hold
	Do not disturb		IM call on hold
	Missed call with number indicator		Conference call
	Voicemail with number indicator		Conference leg with HD audio
	Bluetooth available		PTT/Page receive
	Bluetooth connected		PTT/Page transmit
	Profile: Normal		PTT/Page idle
	Profile: Silent		IM Presence Indicator
	Profile: Custom		Dialer-Outgoing call
	Profile: Meeting		Dialer-Incoming call
	All phone lines are available		Dialer-Missed call
	With green dot means active call		Call list-Outgoing
	With red dot means call on hold		Call list-Incoming
	Not registered		Call list-Missed
	Incoming call ringing		IM call history Missed IM call

SAFE/Personal Alarm Icons

	Alarm state
	Monitoring state
	Suspend state

Basic Handset Features

Basic handset features offer you the ability to place, answer, end, hold, resume, and otherwise manage your incoming and outgoing calls. Other basic features include muting, transferring, forwarding, and conference calls.

Placing a Call

You can begin a call using one of the following methods:

Enter a Number

Entering numbers using the handset keypad is the default dialing mode. Pressing any number on the keypad opens the Dialer, which will automatically display similar numbers from your Contact Directory for you to select. As you enter additional numbers, the list is filtered. You can choose a contact from the list or continue to enter the number. Press the **Start** key to make the call.

Enter a number
in the number field

The Contact Directory
list will be filtered
according to the
number entered
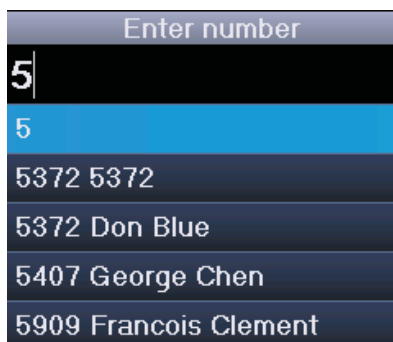
Enter a Name

To place a call to an existing directory contact by entering the name, press the **Start** key to open the Dialer. Select the **Entry Mode** soft key and select the **Name** option. As you enter the letters of the first or last name, the list of contacts shown is filtered. Highlight the name and press the **Start** key.

Call a Contact

Navigate to **Contacts/Call Lists > Contact Directory**. Contacts are sorted alphabetically. Scroll to highlight or use the **Search** soft key. Press the **Start** key to dial the number.

Use Speed Dial

Press the **Favorites** soft key from the Home screen to display the shortcut menu of Favorites—those contacts with the first 10 configured speed dial numbers. Dial any contact by pressing the corresponding speed dial number on the keypad.

Answering a Call

Press the **Start** key. If Multi Key Answer is enabled, press any keypad key (except soft keys and side buttons).
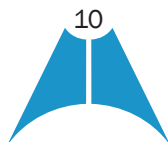
Making an Emergency Call / Panic button

Emergency numbers can be programmed by the system administrator. Check to see which of these features is available.

- As a Speed Dial key. Press **Features > Speed Dial** and select the emergency number.
- A New Call softkey opens an Authorized Call menu with up to five numbers listed that can be dialed by scrolling to select and pressing OK or by pressing the corresponding keypad number.
- The PTT Talk button may be reprogrammed to Emergency Dial (aka Panic button). Test by pressing the button once. If the Emergency Dial popup appears, this feature has been enabled. Make an emergency call by pressing this button twice within two seconds or with a long press. If the PTT Channel list appears, use one of the other two options for emergency calls.

Incoming Call Management

When you are in an active call, the call window replaces the Session Manager. When you receive another call you can:

- Reject the call by pressing **End**. If voicemail is available, the call will be routed to voicemail.
- Silence the ring by pressing the **Ignore** soft key. The call will appear in the Session Manager until it stops ringing. If unanswered, it will be routed to voicemail, if available.
- Answer the call by pressing **Start** which places the active call on hold.
- To end the current call and answer the incoming call, press **Ignore** to open the Session Manager and press **End** to end the current call. Then press **Start** to answer the incoming call.
- Forward the call to another number by pressing the **Forward** soft key and entering the extension number. See *Forwarding an Incoming Call*.

Microphone Mute

The **Mute** soft key appears during active calls. Press this key to mute the microphone.

You can still hear all other parties while Mute is enabled, but other parties cannot hear you.

The **Unmute** soft key appears while Mute is enabled. To disable Mute, press the **Unmute** the soft key.

Call Hold and Resume

The **Hold/Resume** soft key appears during active calls. Press this key to place the highlighted call on hold. Press it again to resume the call.

Keypad Lock

Your keypad can be locked so you do not make inadvertent calls. From the Home screen, press the **Feature** soft key and select **Keypad Lock**. To unlock the keypad, press the **Unlock** softkey.

Volume Adjustment

Press the **volume** buttons on the left side of the handset to adjust the call volume of the active call. Press these buttons during ringing to adjust the ringer volume.

Hands-free Options

You can plug a headset into the headset jack on the right side of the handset. The headset icon will display. Bluetooth headsets can be used. Navigate to **Settings > Bluetooth Settings** for pairing options. See the *User Guide* for additional directions.

Transfer and Conference Calls

During an active call, either the Transfer or Blind Transfer soft key will display. The key not displayed and the Conference options are listed as options on the Features shortcut menu.

Blind transfer

1. Connect to the first party.
2. Press the Features softkey and select Blind Transfer.
3. Select the Start key or open a call list or start entering a number to open the Dialer (the active call is placed on hold).
4. Place a call to the target party. The transfer is complete and you are returned to the Home screen or Session Manager whether or not the other party answers the call.

Attended Transfer

1. Connect to the first party.
2. Select the Transfer soft key to open the Dialer.
3. Place a call to the target party.
4. When the party answers, you can explain that you are going to transfer the call to [the party on hold].
5. Press the Transfer softkey. The other two parties remain in call. If you want to remain on the call, do not hang up. Select the Conference option on the Features menu and all three parties are now connected.

Conference Call

1. Connect to the first party.
2. Select Conference from the Features menu.
3. Dial the next party.
4. Select the Conference soft key to join all parties in the conference call.

You can also conference two separate calls by using the **Join** option on the **Features** menu.

Conference Behavior

- When the **Active: Conference** cell is highlighted, you can use the **Mute** key to mute your microphone. The **Hold** and **End** soft keys affect every participant in the conference call.
- When a participant cell is highlighted, you can use **FarMute** to mute the participant, the **End** key will disconnect the participant, **Hold** will place that participant on hold.
- Pressing the **Feature** soft key, **Split** option will split the conference into two separate held calls.

Do Not Disturb (DND)

DND sends all calls to Voicemail, if available. Navigate to **Settings > Feature Settings > Do Not Disturb**. Enable or disable as needed.

Forward an Incoming Call

While the handset rings, select the **Forward** soft key. The Forward-to-Dial screen appears. The screen displays the last number you forwarded calls to (either manually or automatically).

To forward the call to a different number, enter the target number as you would through the Dialer and press the **Forward** softkey.

Forward All Calls

1. Navigate to Settings > Feature Settings > Forward.
2. Select Forwarding Type: Always, No Answer, or Busy.
3. Enter the number of the desired call destination. For No Answer, enter the number of rings before forwarding.
4. Press the Enable soft key.

To disable call forwarding:

Perform steps 1 and 2 above, but press the **Disable** soft key.

Voicemail

When Voicemail is configured, the Voicemail icon in the Status Bar indicates one or more new Voicemail messages.

To listen to voice messages:

1. Select the Messages icon from the Home screen. Urgent, New and Old options are available. Select one of these options.
2. Press the Connect soft key, and then follow the voice prompts. Use the Clear soft key to clear Voicemail messages.

Call Lists

Navigate to **Contacts/Call Lists > Call Lists**. You can **Sort**, display by **Type**, **Clear** the list, or select a call and **Dial** the number. Select a call and press the **OK** key to view the call details. You may then **Edit**/**Dial** the number, **Save** the contact or **Delete** the call.

Contact Directory

Contacts can be dialed, added, edited, searched and deleted. Note that contacts can be added from the Corporate Directory if available in your facility.

Navigate to **Contacts/Call Lists > Contact Directory**. A Corporate Directory option may be available.

- Use the **Edit, Add, Search**, and **Delete** soft keys to customize your contacts. Note that you can only **Add** and **Search** the Corporate Directory.
- Press the **Encoding** soft key to access special characters, other languages and capitalization options.

Use the following as a guide when adding or editing a contact in the Contact Directory:

Option	Description/Function
First Name/ Last Name	Both names are searchable; the list is sorted alphabetically by last name.
Contact	The phone number entered for the contact.
Speed Dial Index	Automatically assigned but can be changed overridden. The first 10 configured numbers will appear on the shortcut menu and in the Favorites list.
Label	Identify the contact with a short description, such as Sales.
Ring Type	Choose a ring identifier from the dropdown list to specify a unique ring tone for this contact.
Divert Contact	Enter a number to divert calls from this contact to if Auto Divert is enabled.
Auto Reject	Enable this option to block all calls from this contact.
Auto Divert	Enable this option to divert all calls from this contact to the Divert Contact number (see Divert Contact).
IM Name	The Instant Messaging identifier for this contact

Set Profile

Your Spectralink 84-Series handset has four preset Profiles which can be customized for event notifications such as incoming calls or PTT sessions:

Normal	Audible alerts
Silent	All handset sounds are silenced
Meeting	Vibrates to notify you of incoming calls
Custom	Can be tailored to specific needs

The chosen active profile can be changed from the Home screen by pressing the **Profile** soft key and selecting one of the options from the Profile shortcut menu.

Push to Talk (if configured)

The PTT feature allows the Spectralink 84-Series handsets to operate in a group broadcast mode, where a single handset can transmit to multiple listeners, like a two-way radio.

Transmitter   Receivers

Additional PTT information is available in the User Guide.

To set Push to Talk (PTT) options, navigate to **Settings > Basic Settings > Preferences > Paging/PTT Config**.

Option	Description/Function
Make a PTT broadcast	Press and hold the **Talk** button. Wait for the PTT transmit alert and then speak into the microphone. The screen will display an active PTT cell.
Answer a PTT broadcast	Press and hold the **Talk** button during the 10-second wait period.
End a wait period	Press the **End** key.
Select a different PTT channel	Press and release the **Talk** button. Use the ▲ and ▼ keys to highlight the desired channel. Press **OK** to select.
Hear a PTT broadcast while on a phone call	Place the telephone call on hold. Now you can hear the PTT broadcast.
End a PTT broadcast	Press the **End** key to exit the PTT broadcast and close the session cell.
Change the PTT volume	Press the up/down volume buttons on the side of the handset while transmitting or receiving a PTT broadcast.
Start a telephone call during a PTT broadcast	Press the **Start** key and dial the number. PTT transmissions will not be heard during the telephone call.
Answer a telephone call during a PTT broadcast	Press the **Start** key. PTT transmissions will not be heard during the telephone call.
Turn off PTT	Disable PTT in the Settings menu accessed through the Settings icon on the Home screen.

Additional PTT information is available in the *User Guide*.

Advanced Features

Use the Settings menus to take full advantage of the features available in your 84-Series handset. Explore these menus and discover how to optimize your handset's usability. Note that menu options will vary depending on the settings configured in your facility.

Basic Settings

Navigate to **Settings > Basic Settings** for the following configuration options:

1. Preferences
2. Backlight Intensity
3. Backlight Timeout
4. Notification Profiles
5. Login Credentials
6. Location Information
7. Update Configuration
8. Restart Phone
9. Bluetooth Settings
10. Hearing Aid Compatibility

Preferences

The first option on the Basic Settings menu is **Preferences.** Select it to access the following configuration options:

1. Language	7. Auto Answer
2. Time and Date	8. On-Hook Dialing
3. Headset	9. Multi Key Answer
4. Corporate Directory	10. Presence
5. Background	11. Paging/PTT Configuration
6. Screen Capture	12. CalendarSettings

Some options may not be available in your facility.

Chargers

Five types of Chargers are available. Contact your system administrator if you need assistance with any of these options. The Dual Charger will charge the handset and a spare Battery Pack. The USB charger charges a single handset through the USB port on the right side of the handset. The Quad Charger can charge up to four Battery Packs at a time. The 12-Bay Multi-Charger is an assembly of three Quad Chargers and can charge up to 12 Battery Packs at the same time. The Speakerphone Dock charges the Battery Pack while also functioning as a hands-free device.

Any Battery Pack for the Spectralink 84-Series Wireless Telephone can be charged in any Spectralink 84-Series Charger.

Charging Icon

The charging icon on the handset indicates the charging status of the Battery Pack in the handset:

⚡	Battery Pack charging, handset in charger	⚡	Battery Pack fully charged, handset in charger

Contact your system administrator if you need additional charging devices.

Dual Charger

Spare Battery Pack charging slot
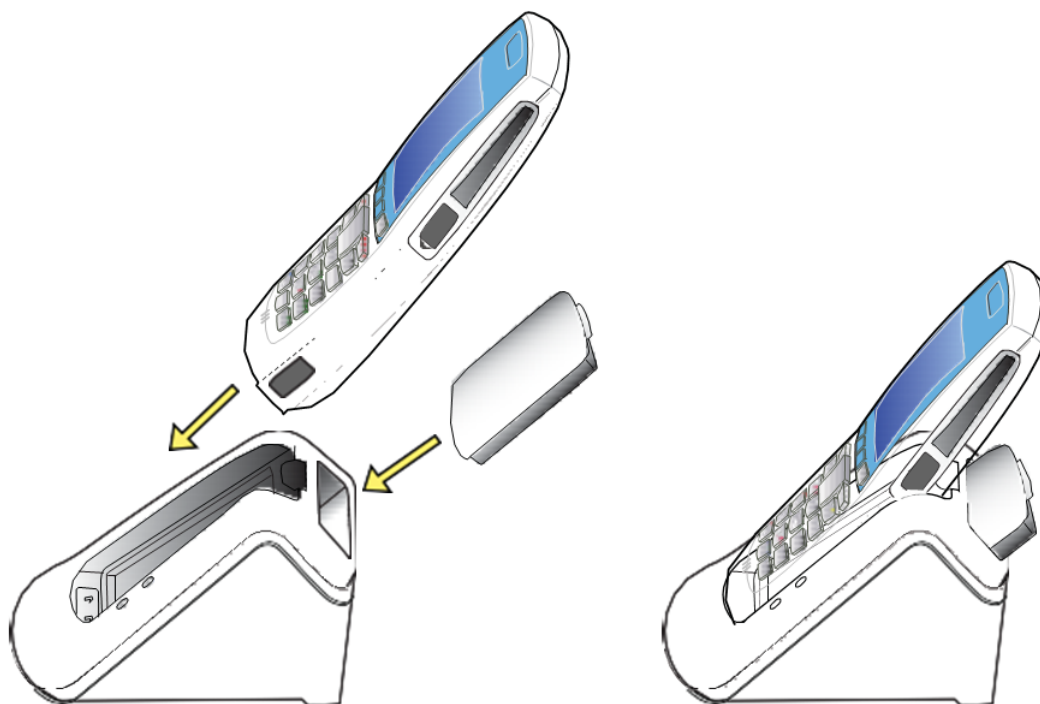
Handset charging slot

Battery Pack charge LED
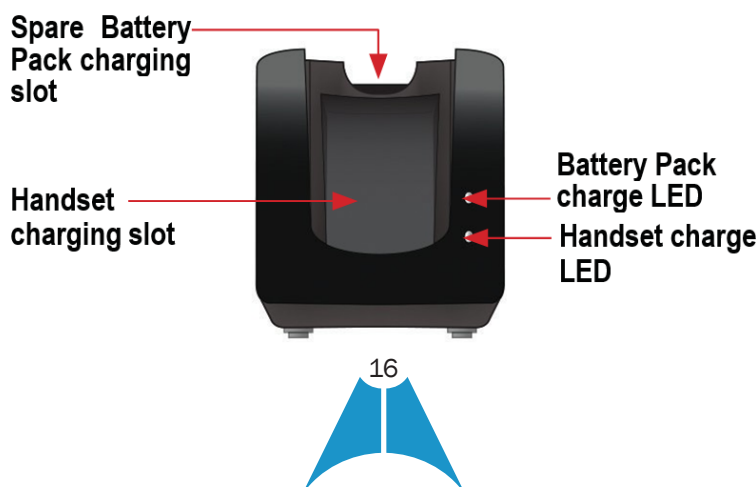
Handset charge LED

The Dual Charger is designed to charge the Battery Pack while keeping the handset operational. You can charge one Battery Pack by placing the handset in the front charging bay, and charge a second Battery Pack in the rear charging slot.

While the handset is charging in standby mode, it will display the charging icon. When the handset is fully charged, the fully charged icon will display.

When the handset is fully charged or is removed, the Battery Pack in the rear slot will begin charging.

LED	Battery Pack charge	Handset charge
Blinking	Charging	n/a
Solid green	Fully Charged	Properly seated
Off	Not seated or empty	Not seated or empty

Note: the time it takes for the Battery Pack to charge will be lengthened if its charging cycle is interrupted by the placement of a handset in the front slot.

USB Charger

Plug the charger into a wall socket. Carefully open the hinged cover on the right side of the handset, near the bottom and plug in the USB cable. The charging icons will display as described above for the Dual Charger.

Quad Charger

The Quad Charger is used in facilities where other types of chargers are not efficient. The Battery Pack snaps into the charging slot. The LED above the occupied bay indicates the charging status of the Battery Pack in the bay. A flashing light indicates that the Battery Pack is charging. When the light is a steady green, the Battery Pack is fully charged. If the light is off, the bay is empty, the Battery Pack is not seated or there is no power to the bay.

12-Bay Multi-Charger

The 12-Bay Multi-Charger is an assembly of three Quad Chargers and is used in high-volume mobile environments. It is usually mounted on a wall in an accessible area. The LEDs above the charging bays operate as described for the Quad Charger.

Battery Packs

Your handset is powered by a removable Battery Pack that you will need to recharge periodically. You must fully charge your handset's Battery Pack before you use it for the first time. Depending on the type of charger you use, this might take several hours.

Battery Pack   Extended Battery Pack

Type	Talk Time	Standby Time	Charging Time*
Standard	8 hours	80 hours	3.5 hours typical*
Extended	12 hours	120 hours	5 hours typical*

*Using the Quad Charger or
the 12-Bay Charger

Battery Packs

For optimal Battery Pack performance, fully charge your handset's Battery Pack before you use it for the first time.

Warning

Do not remove the Battery Pack to power off the handset. Log off or power off the handset and then remove the Battery Pack if you need to replace it.

Battery Pack Removal and Replacement

To remove the Battery Pack, slide the latch up. The Battery Pack releases outward.

Battery Pack Removal latch
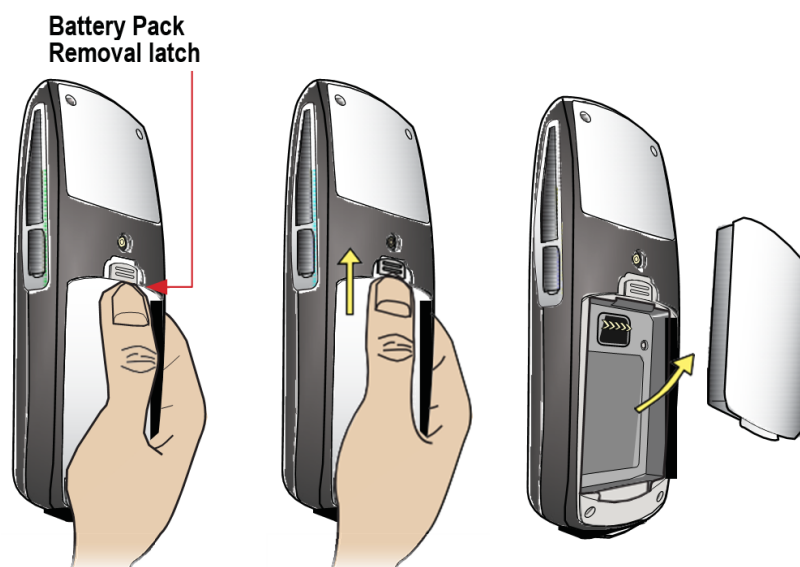
To replace, slide the tab of the Battery Pack into the bottom slot of the handset cavity. Gently press the top of the Battery Pack until it snaps into place. The Battery Pack should snap into position with minimal pressure, as shown next.

Tab
Bottom Slot
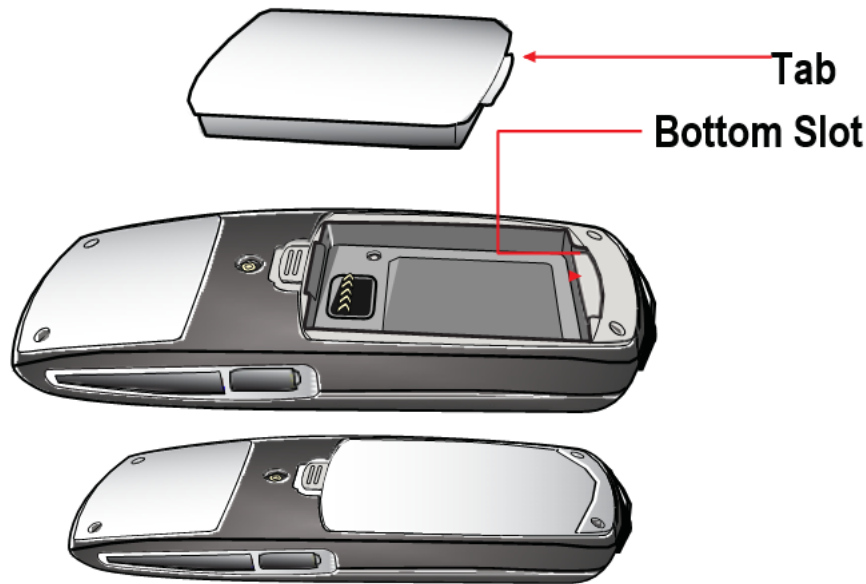
Notice For Spectralink 84-Series Wireless Telephone Users

OFFER for Source for GPL and LGPL Software

You may have received a Spectralink 84-Series handset from Spectralink that contains—in part—some free software (software licensed in a way that allows you the freedom to run, copy, distribute, change, and improve the software).

A complete list of all open source software included in the Spectralink 84-Series handset, as well as related license and copyright information, is available at http://support.spectralink.com.

You may also obtain the same information by contacting Spectralink by regular mail or email at the addresses listed at the bottom of this notice.

For at least three (3) years from the date of distribution of the applicable product or software, we will give to anyone who contacts us at the contact information provided below, for a charge of no more than our cost of physically distributing, the items listed in "Spectralink OFFER of Source for GPL and LGPL Software", which is available at http://support.spectralink.com.

Contact Information for Requesting Source Code
Spectralink Open Source Manager
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OpenSource@Spectralink.com