

SPECTRALINK® 8400 Series Quick Start Guide



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Package Contents



This booklet is a basic guide to getting started with your SpectraLink® 8400 Series Wireless Telephone.

For more detailed information, consult the *User Guide for the SpectraLink 8400 Wireless Handsets* available at:

<http://support.polycom.com/support/spectralink8400>

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 of these keys 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

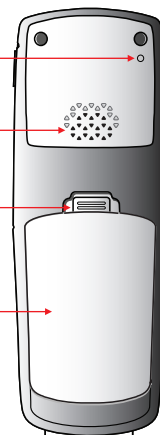
Rear View

Noise-cancelling Microphone

Speakerphone

Battery Pack removal latch

Battery Pack



Side View - 8440

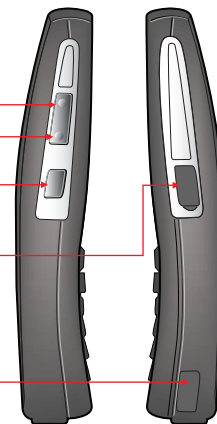
Volume up

Volume down

Talk button (PTT)

Headset jack
(Lift the cover for access)

USB interface
(Lift the cover for access)



Side View - 8450

Barcode reader

Volume up

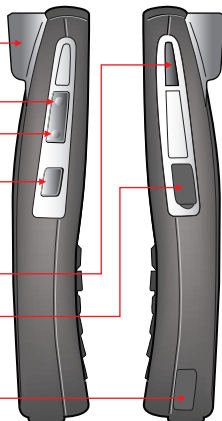
Volume down

Talk button
(PTT)

Barcode reader
scan button

Headset jack
(Lift the cover for
access)

USB interface
(Lift the cover for
access)



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

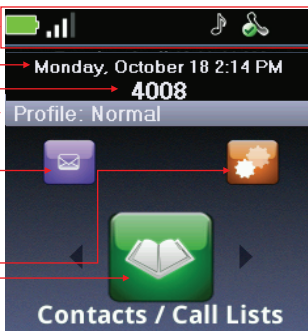
Home icons:

Messages

Settings

Contacts/Call Lists

Applications
(not shown)



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.

Messages

The Messages icon gives you access to Voicemail and Instant Messages. For more information, see **Voicemail** on page 12, and **Instant Messaging** on page 13.

Settings

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

Contacts/Call Lists

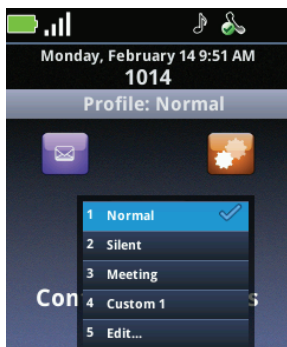
The Contacts/Call Lists icon gives you access to your Contact Directory and your Corporate Directory, if available. For more information, see **Contact Directory** on page 12.

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.

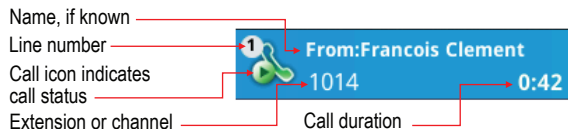
Shortcut Menus

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:



Cell color indicates cell status.

- Dark blue Indicates on hold status
- Green Indicates active while another cell is highlighted
- Light blue Indicates call is highlighted

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.

Status and Call Icons

Status Icon	Indication	Call Icon	Indication
	Battery full		Incoming call ringing
	Signal strength		Call active
	Mute		Call on hold
	Do not disturb		Conference call
	Missed call(s)		Conference leg
	Voicemail		PTT/Page receive
	Bluetooth Available		PTT/Page transmit
	Bluetooth connected		PTT/Page idle
	Profile: Normal		PTT/Page hold
	Profile: Silent		IM Presence indicator
	Profile: Meeting		
	Profile: Custom		
	SIP reg success		
	SIP reg failure		

For a complete list of all Status Icons, see the *User Guide for the SpectraLink 8400 Wireless Handsets*

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

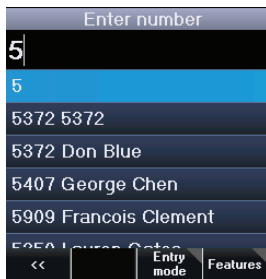
You can begin a call using one of the following methods:

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 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 **Speed Dial** soft key from the Home screen to display the shortcut menu of **Favorites**—those contacts with speed dial numbers 1-10. Dial any contact by pressing the corresponding speed dial index number(s) on the keypad. Index numbers are assigned when a contact is entered. See **Contact Directory** on page 12.

Answering a Call

Press the **Start** key. If Multi Key Answer is enabled, press any keypad key (except soft keys and side buttons).

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 **Ignore** to open the Session Manager. Press **Hold** to place your active call on hold and press **Start** to answer the incoming call.
- 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. See **Forward an Incoming Call** on page 11.

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, repeat this sequence.

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** for pairing options.

Transfer and Conference Calls

Use the Features shortcut menu during an active call to perform Blind and Attended Transfers and Conference calls.

Blind transfer

1. Connect to the first party.
2. Select the **Blind Transfer** option to open the Dialer (the active call is placed on hold).
3. Place a call to the target party.
4. The transfer is complete when the target party answers.

Attended Transfer or Conference call

1. Connect to the first party.

2. Select the **Transfer or Conference** option to open the Dialer (the active call is placed on hold).
3. Place a call to the target party and explain you are going to transfer/conference the call.
4. Scroll to the first call and optionally explain the transfer/conference is about to occur.
5. Press the **Transfer or Conference** soft key.

If you selected **Transfer**, you are disconnected. If you selected **Conference**, you remain connected.

Conference Behavior

- When the Active Conference cell is highlighted, you can use the **Mute** and **Hold** soft keys and the **End** key to affect your participation in the conference.
- 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 > Features > 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 statically or dynamically). To forward the call to a different number, enter the target number as you would through the Dialer.

Forward All Calls

1. Navigate to **Settings > Features > 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.
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** and press **OK**. Press the **Type** soft key to specify which type of call you wish to view: **Missed**, **Received** or **Placed Calls**. Press the **Back** key to return to the Call list which now displays the selected type. Press the **Info** soft key to view the call details. You may then dial, edit, save 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.

1. Navigate to **Contacts/Call Lists > Contact Directory**. A **Corporate Directory** option may be available.
2. Use the **Edit**, **Add**, **Search**, and **Delete** soft keys to customize your contacts. Note that you can only **Add** and **Search** the Corporate Directory.
3. 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:

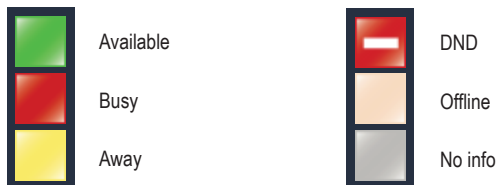
<u>Field/Option</u>	<u>Description/Function</u>
First Name/ Last Name	Both names are searchable; the list is sorted alphabetically by last name.
Contact	The phone number entered for the contact.
Speed Dial Index	Automatically assigned but can be changed/overridden. Index numbers 1-10 will appear on the shortcut menu.
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.

Instant Messaging (if available)

Once you have set up a contact with an instant message (IM) name, the IM icon will display to the left of the name in the Contact Directory to indicate chat availability.

When you receive a chat, you can press the **Start** key to reply or press the **End** soft key to send the chat to the Message Center.

IM Status Icons



Push to Talk (if configured)

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

Field/Option

Description/Function

Make a PTT broadcast

Press and hold the **Talk** button. Wait for the display to show *Transmitting...* and then speak into the microphone.

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.

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.

Change the PTT volume

Press the up/down volume buttons on the side of the handset while transmitting or receiving a PTT broadcast.

Field/Option (cont'd)

Description/Function (cont'd)

Answer a telephone call during a PTT broadcast

Press the **Start** key. PTT transmissions will be overridden by the telephone call.

Start a telephone call during a PTT broadcast

Press the **Start** key and dial the number. PTT transmissions will be overridden 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 for the SpectraLink 8400 Wireless Handsets*.

Set Profile

Your SpectraLink 8400 handset has four configurable 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 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.

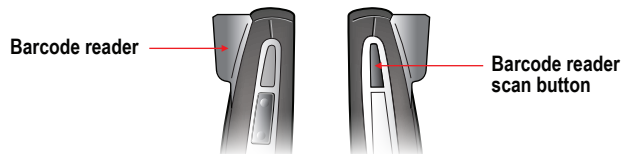
Set Other Preferences

To access other Preferences, choose **Settings> Preferences** and select one of the following options:

1. Language
2. Time and Date
3. Headset Memory
4. Background
5. Screen Capture
6. Auto Answer
7. On-Hook dialing
8. Easy Answer
9. Paging/PTT Configuration
10. Paging/PTT config

Using the Barcode Reader (8450 only)

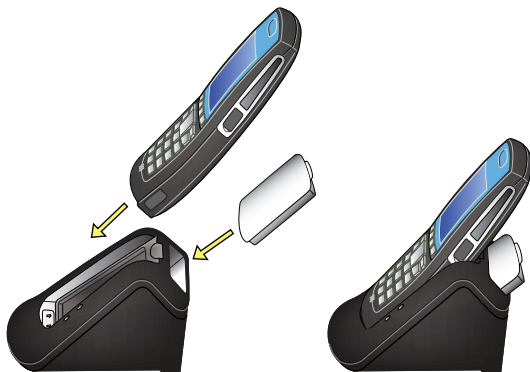
The barcode scanner is located at the top rear of the 8450 handset. It is used in conjunction with an on-board application or a PC-based application. See your system administrator, or consult your User Guide for complete information.



Using the Dual Charger

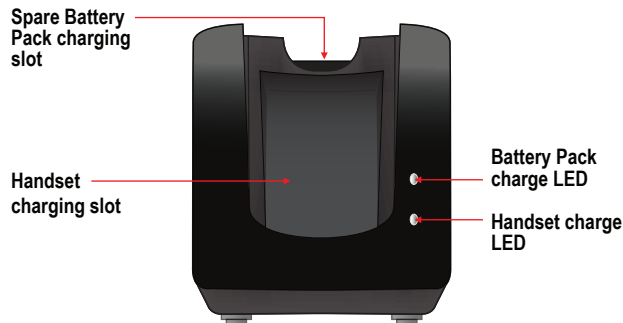
The Dual Charger is an optional accessories. (See **Accessories** on page 20.)

You can use the Dual Charger to charge the Battery Pack in an operational handset while also charging a spare Battery Pack in the rear charging slot (as shown next).



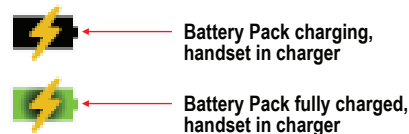
Battery Packs should be fully charged before first use.

Two LED's on the front of the Dual Charger indicate charging status:



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

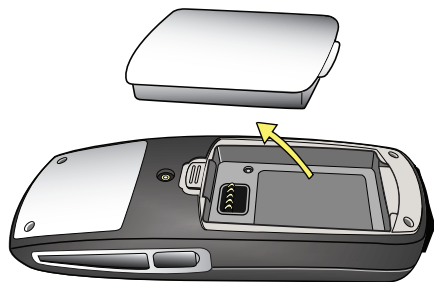
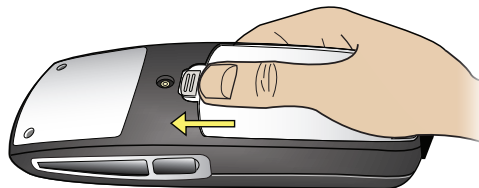
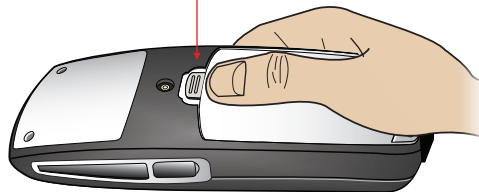
The charging icon on the handset indicates the charging status of the Battery Pack in the handset.



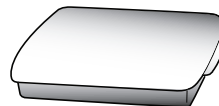
Battery Pack Removal and Replacement

To remove the Battery Pack, press up on the latch on the back of the handset. The Battery Pack releases outward.

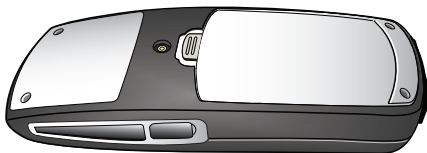
Battery Pack
Removal latch



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.



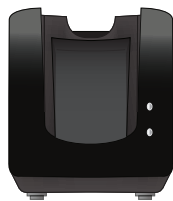
Bottom slot



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.

Accessories

These accessories are designed to enhance your SpectraLink 8400 Series Wireless Telephone. For more information, contact your reseller, or visit http://www.polycom.com/forms/contact_polycom.html



Dual Charger



Speakerphone Dock



Quad Charger



Battery Pack



Extended Battery Pack



USB Charger

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Contact Information:

Polycom, Inc. 4750 Willow Road, Pleasanton, CA 94588-2708 USA

1725-36721-001 Rev. B