



A MITEL
PRODUCT
GUIDE

Unify OpenScape WLAN Phone WL4/WL4 Plus

Quick Reference Guide
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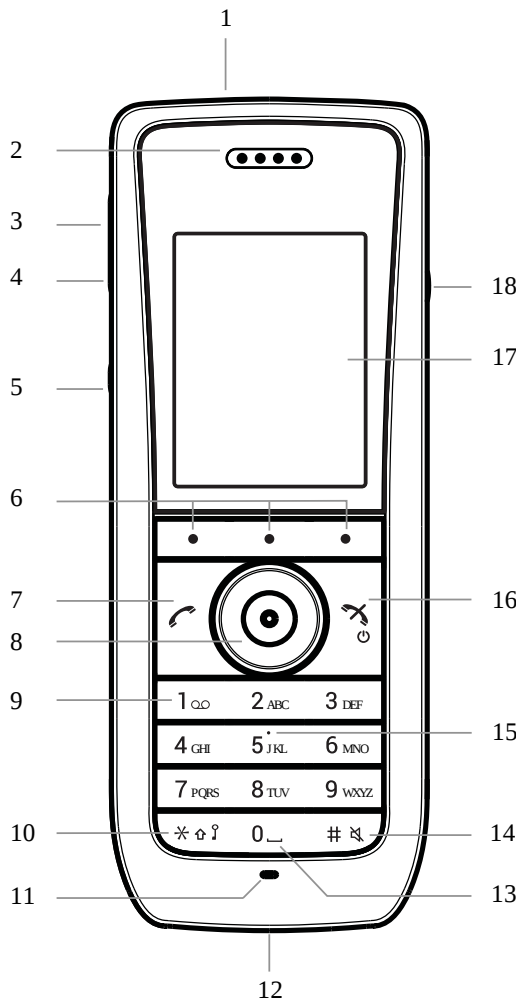
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Overview

The OpenScope WLAN Phone WL4 provides a wide range of features including telephony, messaging, and alarm functions. The handset is designed to be used in medium demanding environments and is aimed at users who need either one- or two-way messaging.

For more information on additional handset features and functions available for each handset variant, see the Unify OpenScope WLAN Phone WL4 User Manual.



Number	External Characteristics	Description
1	Multifunction/Alarm button	In case of WL4 Messaging , the button can be configured for different functions.
2	Earpiece speaker	Used in voice communication.
3	Volume button (up)	Used for increasing the speaker volume.
4	Volume button (down)	Used for decreasing the speaker volume.

5	Mute button/PTT button	If used as the mute button, you can turn on/off audible signals in Idle mode, silence the ring signal at incoming calls, and turn on/off the microphone during calls. If used as the PTT button, you can switch the microphone on during a PTT group call. ¹ The microphone is switched on as long as the button is pressed.
6	Soft keys	The three soft keys are located just beneath the display and the function of each soft key is indicated by text in the display just above the keys. In Idle mode, the soft keys can be used for specific functions based on their configuration.
7	Call key	Used for answering a call and as a shortcut to the Call list.
8	Navigation keys	Left, right, up, down and middle (confirmation) navigation keys. These keys, except for the middle key, can be configured for shortcuts.
9	Voice mail access	Quick access to the handset's voice mail. ²
10	Key lock Upper/lower case	Combined key lock and switch between upper and lower case text.
11	Microphone	Used in voice communication.
12	System connector	Used for battery charging, software download, and configuration.
13	Space	Used for adding space between words.
14	Sound off key	Used for turning on/off audible signals in Idle mode, silencing the ring signal at incoming calls, and turning on/off the microphone during calls.
15	Tactile indicator	Indicates the center of the keypad.
16	End key On/off key	Used for ending a call, returning to Idle mode, and by a long press for switching the handset on/off.
17	Color display	2.0-inch TFT full color display with backlighting.
18	Headset connector	3.5-mm connector used for connecting a headset. ³ It is protected against dust by using the headset connector cover.

Table 1: Status and system icons description

Icon	Name	Description
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¹ Requires a WL4 Plus handset.

² System-dependent feature.

³ Compatible with wired headsets used for Android.

	Signal strength	Indicates the strength of the signal. The icon is located in the Status bar.
	Full battery	Indicates that battery has 75 to 100% remaining capacity. All icons indicating the battery capacity status are located in the Status bar.
	High battery level	Indicates that battery has 50 to 75% remaining capacity.
	Medium battery level	Indicates that battery has 25 to 50% remaining capacity.
	Low battery warning	Indicates that battery has 10 to 25% remaining capacity.
	Very low battery warning	Indicates that battery has 7 to 10% remaining capacity.
	Empty battery warning	The icon is flashing in the Status bar and indicating that battery has 7% or less remaining capacity.
	Incoming call	Indicates incoming calls and answered calls. The icon appears in the Call list and in a call window when the call is received.
	Missed call	Indicates missed calls. The icon is located in the Call list and in the Missed calls.
	Missed call	Indicates missed calls. The icon appears in the Status bar.
	Outgoing call	Indicates outgoing calls. The icon appears in the Call list and in a call window when making a call.
	On hold call	Indicates that this call has been placed on hold. The icon appears in a call window during the call.
	Call diverted internally	Indicates that the call has been diverted internally. The icon appears in the Call list and applies to all internally diverted calls.
	Call diverted externally	Indicates that the call has been diverted externally. The icon appears in the Call list and applies to all externally diverted calls.
	Call diverted internally	Indicates that all calls are diverted to another internal handset. The icon appears in the Status bar.
	Call diverted externally	Indicates that all calls are diverted to another external handset. The icon appears in the Status bar.
	Secure call	Indicates a secure voice connection. The icon appears in a call window during the call.

	Non-secure call	Indicates a non-secure voice connection. The icon appears in a call window during the call.
	New message (sent by another handset)	Indicates that a new text message (or messages) has arrived. The icon appears in the Status bar and the Inbox. NOTE: The icon stays in the Status bar until all new messages in the Inbox are read.
	New message (sent by the system)	Indicates that a new message has been sent by the system. The icon appears in the Status bar and the Inbox. NOTE: The icon stays in the Status bar until all new messages in the Inbox are read.
	Message with request for answer	Indicates that you have received a message that requires the response from you. The icon appears in the Inbox.
	Sent message	Indicates that a text message has been sent. The icon appears in the list of the Sent messages.
	Read message	Indicates that a text message has been read. The icon appears in the Inbox.
	Unsent message	Indicates that a message has not been sent. The icon appears in the list of Unsent messages.
	Voicemail message	Indicates that you have received a new voicemail message. The icon appears in the Status bar. NOTE: The icon stays in the Status bar until the voicemail has been listened to.
	Microphone off	Indicates that the microphone is silent. The icon appears in the Header bar. NOTE: During a PTT call, the microphone is inactive when the PTT button is released.
	Loudspeaker on	Indicates that the loudspeaker is turned on. The icon appears in the Soft key bar during a call.
	Loudspeaker off	Indicates that the loudspeaker is turned off. The icon appears in the Soft key bar during a call.
	Sound off	Indicates that all the signals have been muted. The icon appears in the Status bar when the Sound off key or Mute button is pressed and hold.
	Silent volume	Indicates that all the signals have been muted. The icon appears in the Status bar when the Volume down button is pressed and hold or if the Silent mode is set on the handset using the WinPDM/WSG DM.
	Bluetooth	Indicates that Bluetooth is enabled. The icon appears in the Header bar.

	Bluetooth headset	Indicates that a Bluetooth headset is connected to the handset. The icon appears in the Header bar.
	Headset	Indicates that a corded headset is connected to the handset. The icon appears in the Header bar.
	Key lock	Indicates a locked keypad. The icon appears in the Status bar.
	Phone lock	Indicates a locked handset. The icon appears in the Status bar.
	Man-down alarm	Indicates that the Man-down alarm function is enabled. The icon appears in the Header bar.
	No-movement alarm	Indicates that the No-movement alarm function is enabled. The icon appears in the Header bar.
	Profile active	Indicates that a profile is active. The icon appears in the left lower part of the Active area. NOTE: If any error or warning message appears on the handset's display, the icon will be moved to the Header bar.
	Handset model Messaging	Indicates that the handset is a WL4 Messaging. The icon is located in the right part of the Active area.
	Handset model Plus	Indicates that the handset is a WL4 Plus. The icon is located in the right part of the Active area.

Getting Started

Switch the Handset On

- 1)  Press and hold the End key  until the handset is switched on.

Switch the Handset Off

- 1)  Press and hold the End key  until `Switch off?` is displayed.
- 2) Press **Yes**.

Charge the Battery

The handset can be charged in a desktop charger or in a charging rack.

- 1) Place the handset in the desktop charger or the charging rack and gently push it down until the `In charger` message appears on the display.
- 2) When the handset is fully charged, remove it by tilting it forward.

The battery can be charged in a separate battery pack charger as well.

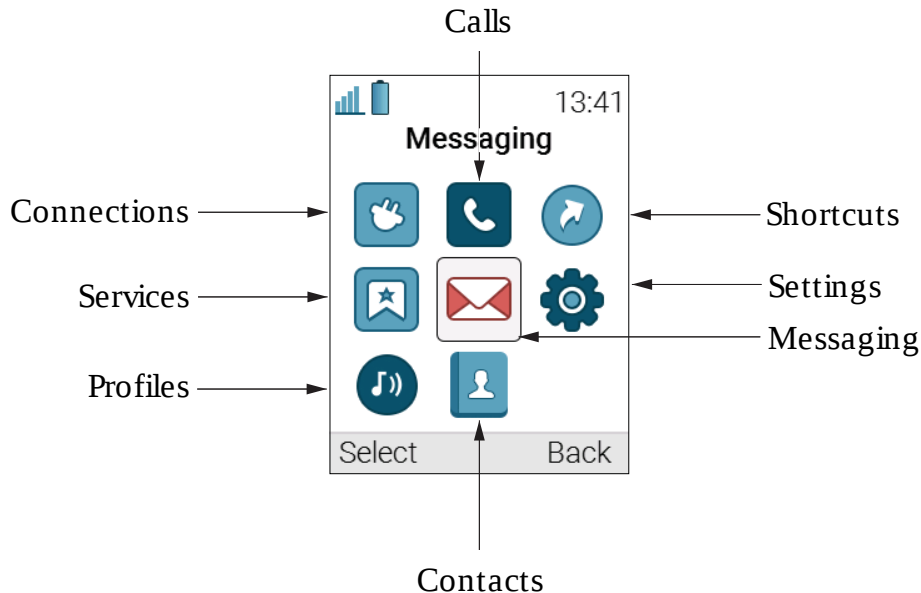
In a desktop charger, the handset is operational with exceptions. The handset does not vibrate in the charger.



Charging in an environment below 5 °C harms the battery and shortens its lifetime.

Menu and Keys

Menu Icons



Soft Keys, Hot Keys, and the Multifunction Button

The three soft keys are located just beneath the display and the function of each soft key is indicated by text in the display just above the keys.

Any of the keys **0** and **2–9** can be set as a hot key. A hot key can be configured to give access to frequently used functions such as dialing a specific number, a shortcut on the menu, or sending a message. A long press on any of these numbers in idle mode is by default a shortcut to the **Call contact** list. The multifunction button can also be programmed for different functions on a long press and double press.

For more information about soft keys, hot keys, and the multifunction button, see the Unify OpenScope WLAN Phone WL4 User Manual.

Navigate the Menu

Enter the menu by pressing the **Menu** soft key or the confirmation button on the Navigation key.

Use the navigation key to move around in the menu structure.

To select an option, press the corresponding soft key or the confirmation button on the Navigation key.

Basic Functions



The availability of functions depends on the handset variant and the configuration.

For a detailed description of all available functions, see the Unify OpenScape WLAN Phone WL4 User Manual.

Make a Call

To make a call, perform one of the following:

- In idle mode, dial the number and press the Call key  or the soft key **Call**.
- Press the Call key  and select a number from the Call list.
- Press a pre-programmed hot key (the alpha-numeric keys can be programmed with a telephone number) or a soft key.
- Select a number from the local phone book in **Contacts > Call contact**. Choose a name from the list, then press the Call key  or the soft key **Call**.
- Select a number from **Contacts > Central phone book**. Search by name/number/last result, and select **Search**. Press the Call key  or the soft key **Call**.

Answer and End a Call

- 1) When the handset rings, press the Call key  or the soft key **Accept**.
- 2) 
To end the call, press the End key .

The call information is stored in the **Call list**.

Reject a Call

- 1) 
When the handset rings, press the End key  or the soft key **Decline**.

Search for a Contact in the Local Phone Book

- 1) In the **Menu**, select **Contacts > Call contact**.
- 2) Start to enter the first letter(s) of the first name or family name. Press the confirmation button on the Navigation key.

The phone book lists the matching names on the display. You can go to the next entry in alphabetical order by pressing the Navigation key.

- 3) Select the name and press **Call**.

Edit a Contact in the Local Phone Book

- 1) In the **Menu**, go to **Contacts > Edit contact**, select a name, and select **Edit** twice.
- 2) Make your changes and press **OK > Save**.

A contact from the phone book is marked with the symbol , which means that it is not possible to edit.

Add a Contact to the Local Phone Book

- 1) In the **Menu**, go to **Contacts > Add contact**.

2) Select one of the following:

- a) **New** — Press **Select**, enter the name, press **OK**. Add a **Work number**, **Mobile number**, and/or **Other number** and select **OK > Save**.
- b) **From call list** — Select a number, select if it is a **Work number**, **Mobile number**, or **Other number**. Select **Edit** to enter a name, and press **OK**.

Delete a Contact in the Local Phone Book

- 1) In the **Menu**, go to **Contacts > Delete contact**, and select a name.
- 2) Press **Delete**, then the soft key **Yes**.

Use the Central Phone Book

The central phone book lists contacts that are available in the central phone book database.

- 1) In the **Menu**, select **Contacts > Central phone book**.
- 2) Select **Search by name** or **Search by number**.
- 3) Start to enter the first letter(s) of the first name or family name, or the number. Press **Search** or the confirmation button on the Navigation key.

The central phone book lists the matching names on the display. You can go to the next entry in alphabetical order by pressing the Navigation key.

- 4) Press **More** to view the contact, add it to the contact list, or send a message to the selected contact. Press the Call key  or the soft key **Call** to make a call.

The **Last result** option in the **Central phone book** lists the contacts that were last searched for.

Check the Voice Mail

A new voice mail is indicated by the voice mail icon .

- 1) To call your voice mail in idle mode long-press key **1**.

If the extension number is not available, the dialogue window `Voice mail number not defined` is displayed.

Turn the Loudspeaker on/off

- 1)  During a call, press the left soft key  to turn the loudspeaker on.
- 2)  Press the soft key  to turn it off.

Turn Audio Signals on/off

- 1) In idle mode, long-press on the Sound off key or Mute button to turn the audio signal on and off. The Sound off icon  in the status bar indicates that the handset is silent.

A short press on the Sound off key or a press on the Mute button before answering a call, silences the ring signal.

Turn the Vibrating Alert on/off

- 1) In the **Menu**, select **Settings > Sound & Alerts > Vibrating alert**.
- 2) Select **On**, **On if silent** (the vibrating alert is on when the handset is muted), or **Off**.

Change the Volume During a Call

- 1) Press the upper volume button to increase the volume and the lower one to decrease it, or press the navigation key up or down to adjust the volume.

Turn the Automatic Key Lock on/off

- 1) In the **Menu**, select **Settings > Locks**.
- 2) Select **Automatic key lock > On/Off**.

A locked keypad is indicated by the Key lock icon .

To unlock the keypad, press the asterisk key *, then the soft key **Yes**.

Receive a Message

A message tone indicates a new received text message. The message is immediately displayed and the New message icon  is shown on the display.

If the message is received during a call, the user is notified by a beep, and the message is displayed. The message is stored in the **Inbox**.



Messaging availability depends on the handset variant. For more information, see the [Unify OpenScape WLAN Phone WL4 User Manual](#).

Read a Stored Message

- 1) In the **Menu**, select **Messaging > Inbox**.
- 2) By using the navigation key, go to the message from the message list and select **View**.

Send a Message

- 1) In the **Menu**, select **Messaging > Write new message**.
- 2) Enter text and select **Send** or the confirmation button on the Navigation key.
- 3) Enter a number or press the middle soft key for phone book look-up.
- 4) Press **Send** or the confirmation button on the Navigation key.

Delete a Stored Message

- 1) Select a message and press the soft key **More**.
- 2) Select **Delete** and press the soft key **Yes**.

Replace the Battery

If the capacity and performance of the battery declines, replace it with a new one. Contact the system administrator or handset supplier for new batteries.

Alarm Functions



Alarm function availability depends on the handset variant and the installation environment. For more information, see the Unify OpenScope WLAN Phone WL4 User Manual.

Push-Button Alarm

The Push-button can be configured to send an alarm by a long press or a double press. The alarm is sent to the alarm central that distributes it further, then the handset returns to idle mode.

It is possible to trigger the alarm during other activities such as speaking, editing the settings, or while the handset is locked.

Man-down and No-Movement Alarm

The Man-down alarm is triggered if the handset is tilted (default 45°) from vertical position for a predefined period of time (by default for 7 seconds). The Man-down icon  shows that the alarm is enabled.

The No-movement alarm is triggered if no movement is detected for a predefined period of time (by default for 30 seconds). The No-movement icon  shows that the alarm is enabled.

During the warning phase, the handset gives an audio and a vibrating signal (depending on the settings) for a predefined period of time (by default 7 seconds). At the same time, the handset displays the message `Man-down warning. Cancel?` or `No-movement warning. Cancel?`.

The handset then sends the alarm unless the alarm is cancelled. The handset confirms that the alarm has been sent by giving a beep and vibrating alert. At the same time, the handset displays the message `Man-down alarm sent` or `No-movement alarm sent`.

The man-down and no-movement alarm functions are inactive under the following conditions:

- The handset is placed in a charger.
- During calls (depending on the settings) to avoid false alarms if the user tilts the handset or is motionless during a call.
- For a predefined period of time (by default for 10 minutes) if the Mute button is pressed during the warning phase.

Activate the Man-down and No-Movement Alarm

- 1) In the **Menu**, select **Settings > Alarm > Activate alarm**.
- 2) Select the required alarm(s). The corresponding icon(s) appear in the status bar.

Deactivate the Man-down and No-Movement Alarm

- 1) In the **Menu**, select **Settings > Alarm > Deactivate alarm**.
- 2) Select the alarm(s) to deactivate.

Cancel Man-down and No-Movement Alarm

- 1) Press any key or the soft key **OK** to confirm `Man-down warning. Cancel?` or `No-movement warning. Cancel?`, which appears on the display during the warning phase.

Delay Man-down and No-Movement Alarm Temporarily

- 1) Press the Mute button during the alert signal, then press **Yes** to confirm the message *Delay MD/NM detection?*.

The corresponding display icon keeps flashing until the alarm is active again (by default 10 minutes).

Reset the Alarm Function after Man-down and No-Movement Alarm Has Been Sent

To reset the alarm function, perform one of the following:

- Press any button on the handset.
- Move the handset to an upright position (after man-down).
- Move the handset (after No-movement).
- Press the Mute button if the ALS alerts.

Acoustic Location Signal

An alarm can be followed by an Acoustic Location Signal (ALS). The ALS is a signal from the handset that alerts for a predefined period of time. The signal can be silenced by pressing the Mute button on the handset.

Chemical Resistance

The alphanumeric characters printed on the handset have been tested and found resistant to chipping, fading, or wearing off when the handset is treated with common cleaning products, disinfectants, or it is exposed to perspiration. Acetone can damage the plastic case of the handset and should not be used.

The following chemicals have shown no harmful effects:

- 3% Hydrochloric Acid
- M-alcohol (70% Methylated Ethanol)
- 60% Chlorhexidine 0.5 mg/ml

Related Documents

Unify OpenScape WLAN Phone WL4 User Manual

