Charge your handset for 14-16 hours prior to first use for best performance.

Turning Handset On
- Press left softkey to turn on handset.

Turning Handset Off
1. Press left softkey until the question ‘Turn off?’ appears in display.
2. Press Yes to confirm.

Adjusting Speaker/Headset Volume
- While on call, press the keys placed at the upper right side of the handset for volume control.

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

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

Off Hook Dialling (Dial Directly)
1. Press .
2. Dial number.
3. Press to end the call.

On Hook Dialling (Pre-Dial)
1. Dial number.
2. Press .
3. Press to end the call.

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

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

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

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

Phone Book Calls
1. Press the bottom of the navigation key to enter phonebook.
2. Scroll to the desired name and press to make a call.

For more information about the handset, refer to the Spectralink 7622/7642 Handset User Guide, Safety and Handling Information and Regulatory Information available online at [http://support.spectralink.com/products](http://support.spectralink.com/products)
Adding a New Contact to Phone Book
1. Press Menu to enter main menu.
2. Scroll to Phone Book, and press Select.
3. Scroll to Add name/number, and press Select.
4. Type the name of the contact using the keys 0-9.
5. Scroll to number, and enter the directory number/SIP extension of the contact (max. 24 digits/64 characters). Before entering a SIP URI, press and hold # until SIP is shown.
6. Press Save to store name and directory number/SIP extension.

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

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

Locking/Unlocking Keypad
- Press left softkey followed by * button to lock or unlock the keypad.

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

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

Speakerphone On/Off
1. While on a call, press Options, scroll to Spkr. on to enable speakerphone.
2. To disable speakerphone, press Options, scroll to Spkr. off to disable speakerphone.

Microphone Mute On/Off
1. While on a call, press Mic Mute to turn microphone mute on.
2. To turn microphone mute off, press Mic on.

Technical Specifications
Capacity Spectralink 7622
- Active talking time (Economy mode) up to 19 hours.
- Standby time up to 119 hours.
Capacity Spectralink 7642
- Active talking time (Economy mode) up to 21 hours.
- Standby time up to 118 hours.
Capacity Spectralink 7642 with Bluetooth
- Active talking time up to 13 hours.
- Standby time up to 117 hours.
Temperature
- Operating temperature: -10° - 55°C/14° - 131°F
- Charging temperature: 0° - 40°C/32° - 104°F

Handset Icons
- Missed calls
- incoming calls
- Battery charging (in charger)
- Battery charging (handset turned on in charger)
- Battery capacity decreasing (handset out of charger)
- Battery capacity low
- Message received
- Keypad or screen locked
- Silent mode
- Appears when loudspeaker is turned on
- Microphone muted

© 2013 - 2018 Spectralink Corporation All rights reserved. Specifications subject to change without notice.