



Alcatel-Lucent
IP Touch 610 WLAN Handset
IP Touch 310 WLAN Handset
OmniPCX Office Communication Server

Introduction

Thank you for choosing a telephone from the mobile IP Touch range manufactured by Alcatel-Lucent. Your telephone has a new ergonomic layout for more effective communication.



How to use this guide



Lift the receiver.



Hang up.



Alphanumeric keypad.



Up-down navigation keys: used to navigate within the menus or in a text zone when entering characters.



Means that the function is subject to programming. If necessary, contact your installer.

These symbols can be supplemented by small icons or text..

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Getting to know your telephone

Access MENU



'Menu' key is used to access various functions of the set (programming, operation, etc.).

The functions that can be accessed during a communication and not during a communication are different.



'OK' key to access the set local configuration (ringing, contrast, etc.)

Status icons



Battery charge level



Initializing the voice mailbox / Consulting information



Programmed call-back time



Call diversion activated



Vibrator active



Keypad/Telephone locked



Radio reception quality

Call icons



Receiving a call



In conversation



Call on hold*

Display key.

Used to access various functions according to the status of the telephone (communication, text entry, idle, ...). Examples:



to correct a character entered.



to move up one level during a communication



to confirm

Adjust audio volume

Push To Talk (IP Touch 610 WLAN)

Lift the receiver

Switching between calls (Broker call) - single-line terminal

Company directory

Back-lit screen

The screen switches off automatically after a few seconds of inactivity.

To turn it back on, press the key .

Customizing the telephone:



'OK' key to access the set local configuration (ringing, contrast, etc.)

Apply:



used to validate your choices and options while programming or configuring

Navigate:



Up-down navigation keys: used to navigate within the menus or in a text zone when entering characters.

Headset socket

Switch on / off (long press)

Hang up

- Return to first screen
- Switch off ringer

Lift the receiver (Loudspeaker.)

Activate/deactivate loudspeaker (during a conversation)

- Mute key so that your correspondent can no longer hear you

Microphone

IP Touch 610 WLAN

1

Using your telephone

1.1 Switch on your telephone



Press the on/off-hook key until you hear two beeps.

1.2 Switch off your telephone



Press the off/on-hook key until you hear a beep (the telephone must not be in communication).

1.3 Making a call



OR



OR



dial directly
the number
for your call

number
required

number
required



To make an external call, dial the outside line access code before dialling your correspondent's number. 9 is the default code for an outside line.



For the operator, dial '0' (by default).

1.4 Receiving a call



OR

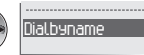


(loudspeaker.)

1.5 Calling your correspondent by name (company directory)



OR



press the 'call by
name' key

first letters of
your
correspondent's
name*

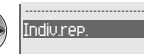


select the name from
the displayed list



* You enter your contact's name in predictive text mode. In this mode, enter each letter of the name by pressing only once on the key with this letter.

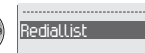
1.6 Make a call using the personal phone book



select the contact to call start the call

1.7 Redialling

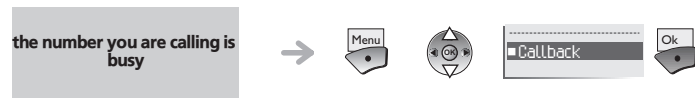
■ Call back on the last 10 number dialled



select the no. in
the last ten
issued

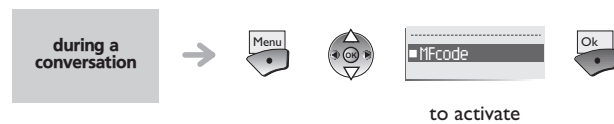
start the call

1.8 Make a call-back request to a busy number



1.9 Sending DTMF signals

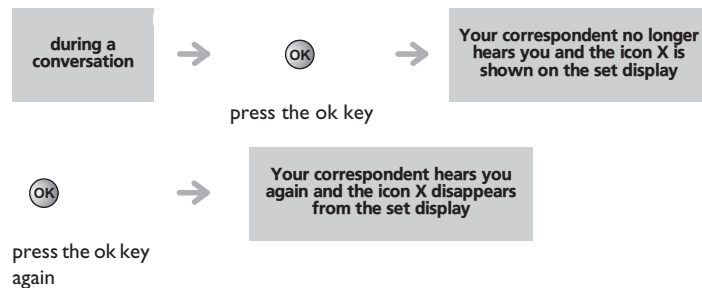
During a conversation you sometimes have to send DTMF signals, such as with a voice server, an automated attendant or a remotely consulted answering machine.



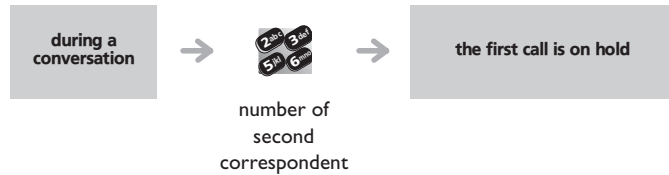
The function is automatically cancelled when you hang up.

1.10 Mute, so that your correspondent cannot hear you

You can hear your correspondent but he/she cannot hear you:



2.1 Making a second call during a conversation

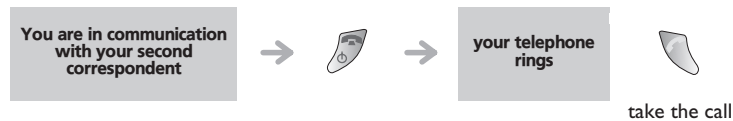


• Other methods for calling a second correspondent:

- 1) Press the 'Call by name' key directly



• To cancel your second call and recover the first:

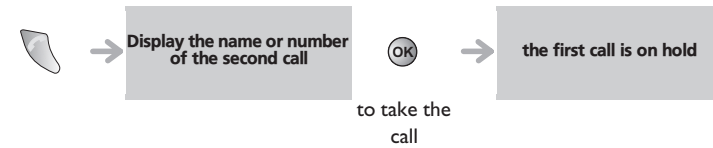


2.2 Answering a second call during a conversation;

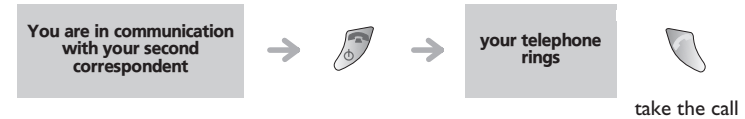
• A second correspondent is trying to call you:



■ Answer the second call:



• To return to your first caller and end the conversation in progress



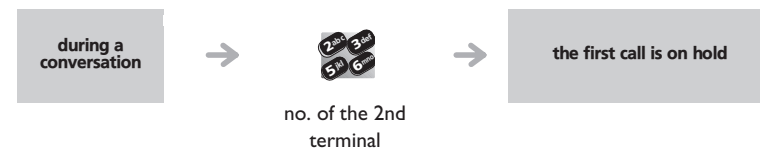
2.3 Switching between calls (Broker call)

During a conversation, a second call is on hold.
To accept the second call:



2.4 Transferring a call

• To transfer your call to another number:



• If the number receiving the transfer answers:



You can also transfer your call immediately, without waiting for your correspondent to answer.

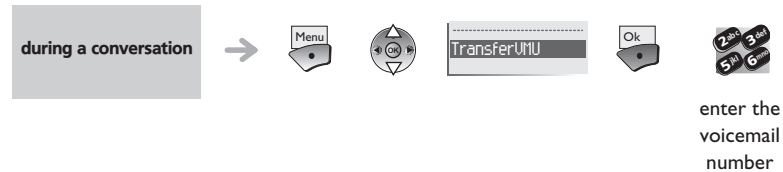


Transfer between two outside calls is not generally possible (depends on country concerned and system configuration).

During a conversation

2.5 Transfer a call to the voice mailbox of an absent party

During the call, you want to transfer your correspondent to the voice mailbox of another correspondent.



2.6 Three-way conference with internal and/or external correspondents (conference)

- During a conversation, a second call is on hold:



- Cancel the conference and remain with your second correspondent (your first call is placed on hold):



- Hang up on all correspondent:



- After the conference, to leave your two correspondents talking together:



2.7 Placing a call on hold (hold)

- **Exclusive hold:**

During a conversation, you wish to place the call on hold and recover it later, on the same telephone.

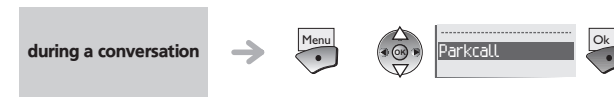


- **Recover the call on hold:**

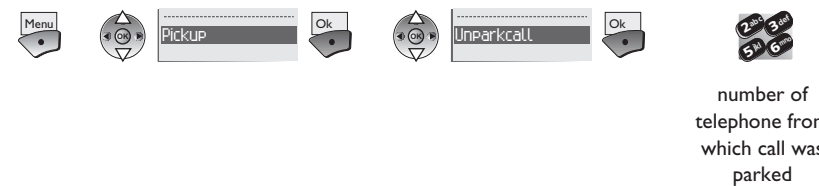



2.8 Placing an outside call on hold (parking)

You can place an outside call on hold and recover the call on another telephone:



- **To recover the parked call:**

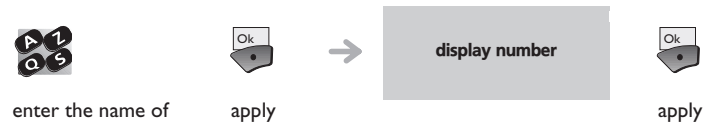
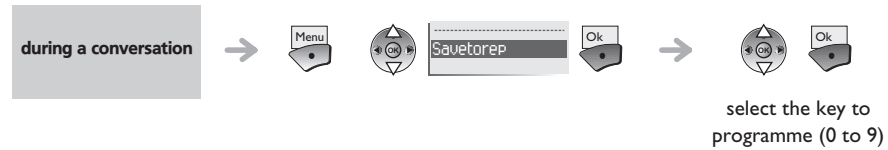


 If the parked call is not recovered within a preset time (default value 1 min 30), it is transferred to the operator.

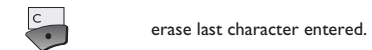
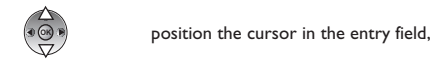
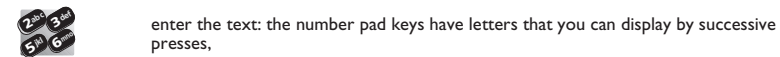
During a conversation

2.9 Store a number

During a call, to save the number onto a call key:



* Enter the name of your correspondent:



2.10 Adjust audio volume

During a call, to adjust the volume level of the loudspeaker or receiver:



3.1 Answering the general bell

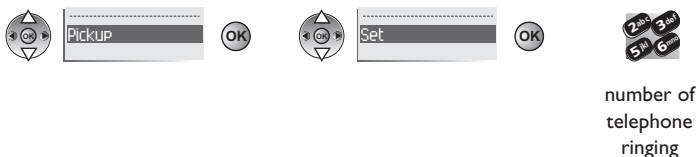
When the operator is absent, outside calls to the operator are indicated by a general bell. To answer:



3.2 Call pick-up

You hear a telephone ringing in an office where no-one can answer. If authorised, you can answer the call on your own telephone.

- If the telephone ringing is not in your pick-up group:



The system can be configured to prevent call pick-up on certain telephones.

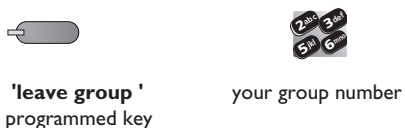
3.3 Hunting groups

- **Hunting group call:**

Certain numbers can form a hunting group and can be called by dialling the group number.



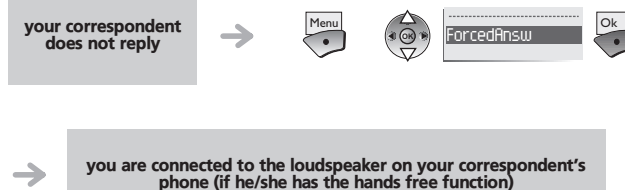
- **Temporary exit from your hunting group:/Return into your group:**



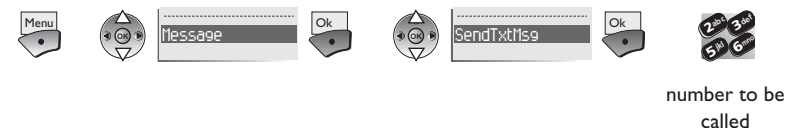
Belonging to a group does not affect the management of direct calls. A specific telephone within a group can always be called by using its own number.

3.4 Calling a correspondent on his/her loudspeaker

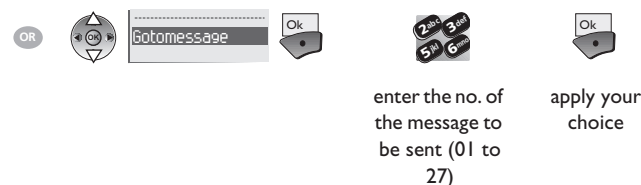
Your internal correspondent does not answer. If authorised, you can remotely activate your correspondent's phone:



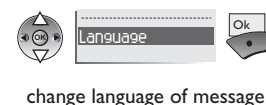
3.5 Sending a written message to an internal correspondent



- **Predefined message:**



- **Change language of message:**



Sharing

Personal message:



create a temporary
personal message*



send message

* Create a temporary personal message :



enter the text: the number pad keys have letters that you can display by successive presses.



position the cursor in the entry field.



erase last character entered.

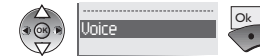
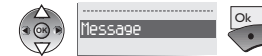


enter a digit (keys 0 to 9): Select a digit (keys 0 to 9): the digit can be accessed after all the characters of the key pressed have been displayed on the screen.

The 27 standard messages are shown below:

1	Call me back	15	Meeting on ____ (*)
2	Call me back tomorrow	16	Meeting on ____ at ____ (*)
3	Call me back at ____ (*)	17	Out for a while
4	Call back ____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at ____ (*)
6	Call the secretary	20	Absent, back on ____ at ____ (*)
7	I will call back at ____ (*)	21	On vacation, back on ____ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ____ (*)
10	Please fetch your mail	24	I am in room nr ____ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at ____ (*)	(*)	Messages to be completed using numeric keypad

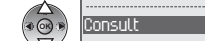
3.6 Send a voice message copy



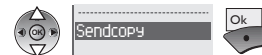
personal code



display number of new and
old messages



select message to
copy by
consecutive presses



number to be
called

AND/OR



record a comment*

OR

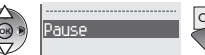
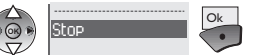


send message

* To record a comment:

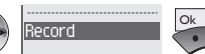
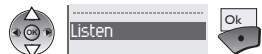


Recording in progress



end of recording

pausing in the recording

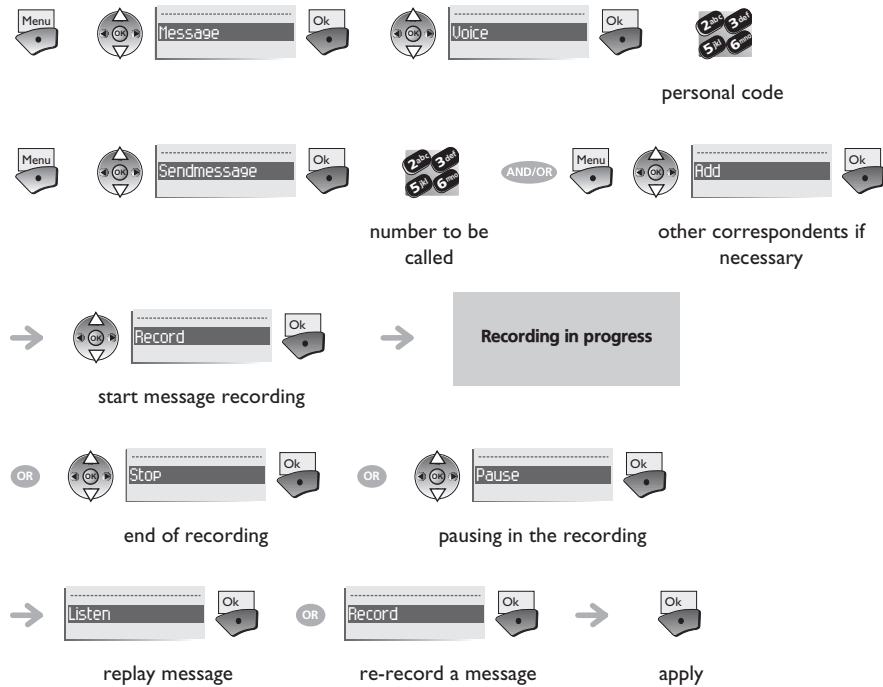


replay comment

re-record a comment

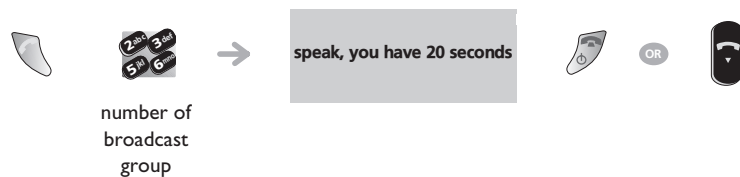
confirm the
recording and
send the
message

3.7 Sending a recorded message to a number / a distribution list



3.8 Broadcasting a message on the loudspeakers of a station group

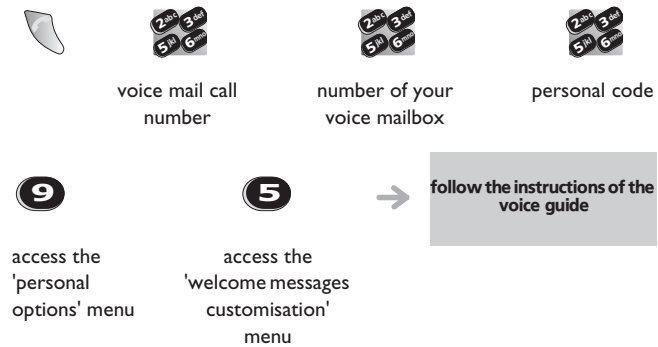
A message not requiring an answer can be broadcast on the loudspeakers within your broadcast group:



The message will only be broadcast on terminals not in use and which have a loudspeaker.

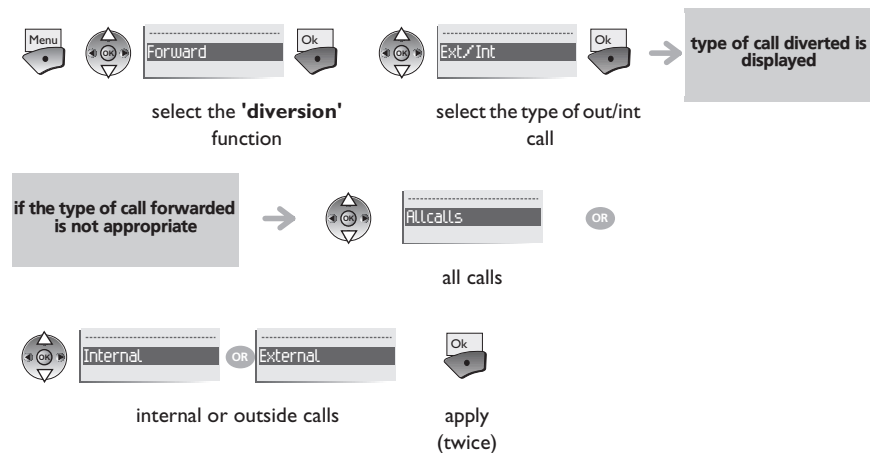
3.9 Modify the automated attendant welcome message remotely

This feature enables a user with the appropriate rights to modify the automated attendant night or day-time message.



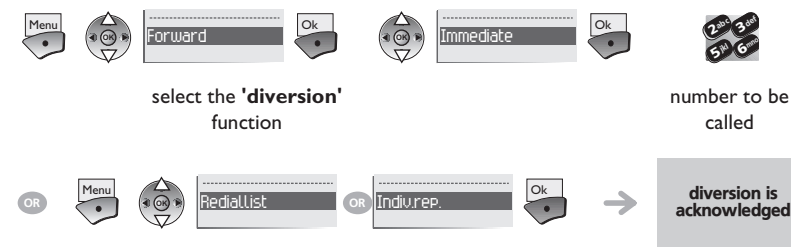
4.1 Selecting calls to be diverted

When a diversion is applied, you can select the types of call to be diverted: outside, internal, all.



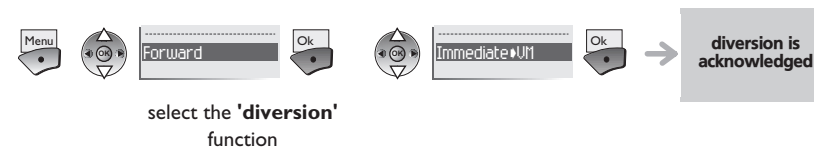
4.2 Diverting calls to another number (immediate diversion)

The number can be your home, portable or car phone, voice message or an internal extension (operator, etc.).



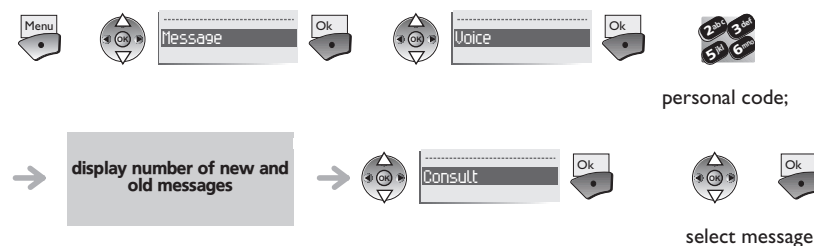
You can make calls, but only the destination number can call you.

4.3 Diverting your calls to your voice message service



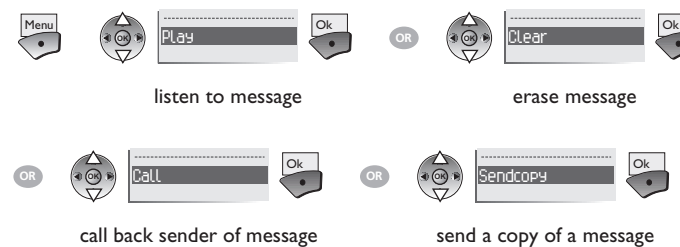
4.4 When you return, consult recorded messages

The display of the 'envelope' icon indicates that there is a message present.

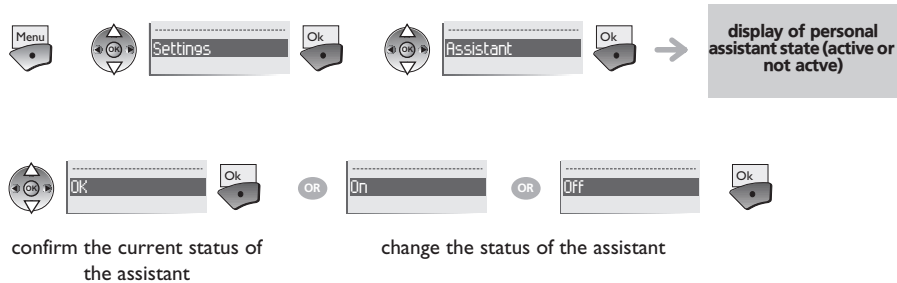


Listen to message

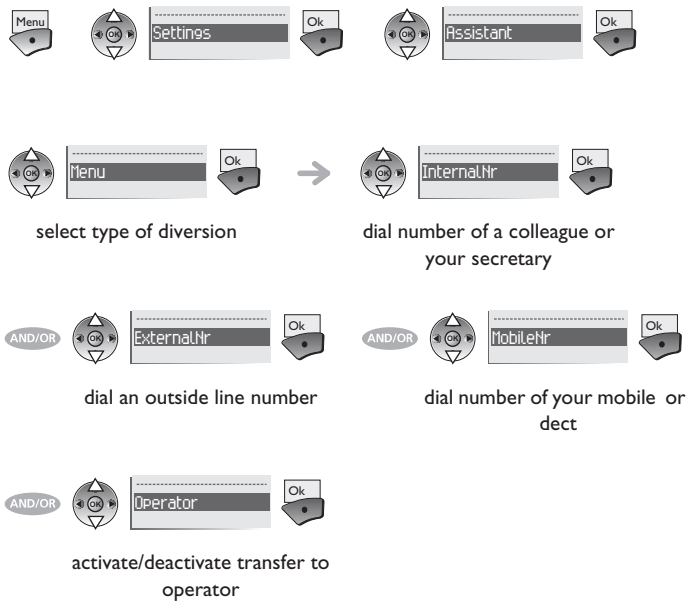
The sign '*' indicates a message not consulted.



4.5 Activate/disable the personal assistant

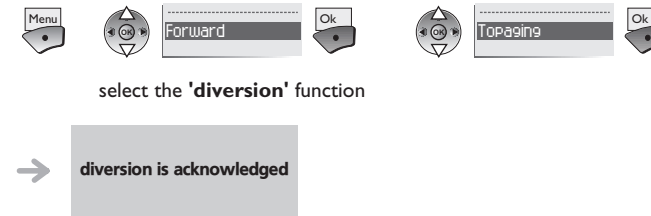


4.6 Personal assistant : reaching you with one number only



4.7 Diverting calls to your pager

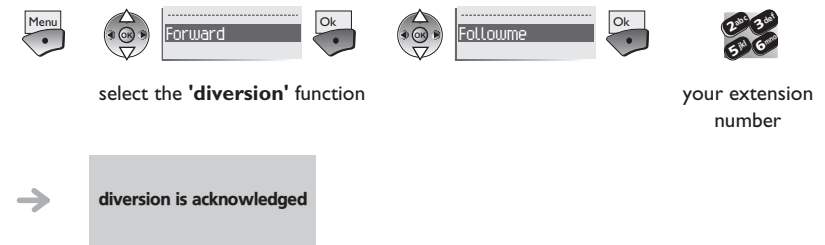
Callers will thus be able to contact you while you are moving around the company:



4.8 Forwarding your calls from the receiving terminal ("Follow me")

You wish to receive your calls in your present location:

Use the "Follow me" function.

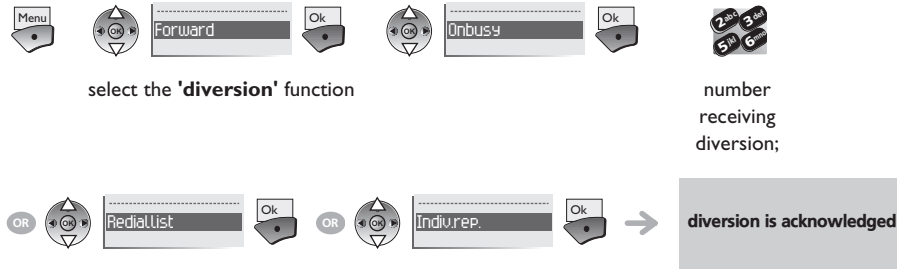


4.9 Cancelling all diversions



4.10 Diverting calls when your line is busy (divert if busy)

Callers can be diverted to another telephone if you are already on the line.



4.11 Do not disturb

You can make your terminal temporarily unavailable for all calls.



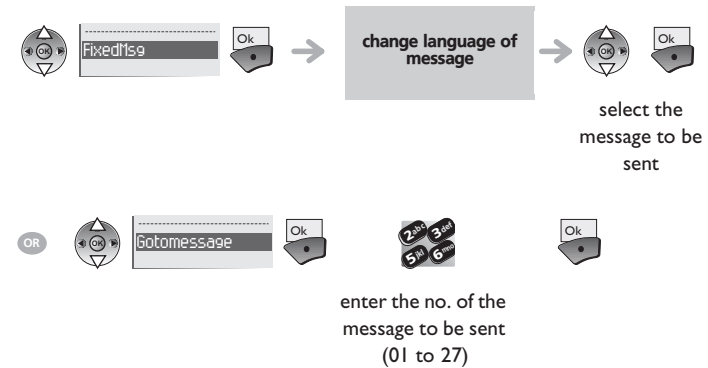
Callers wishing to contact you will see the 'Do Not Disturb' message displayed on their sets when they try to call..

4.12 Leaving a recorded message for internal callers

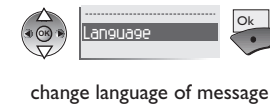
You can leave a message on your terminal which will be displayed on the screen of the terminal calling you.



• Predefined message:



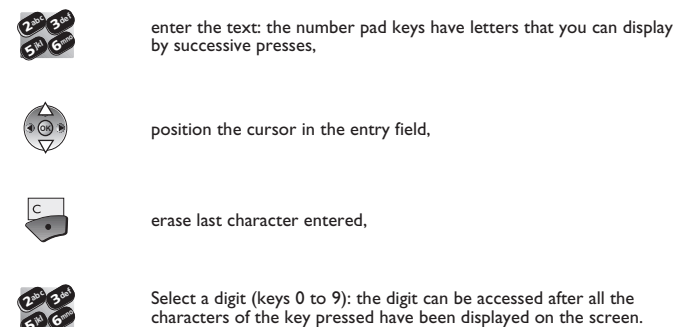
• Change language of message:



• Personal message:



* Create a temporary personal message:



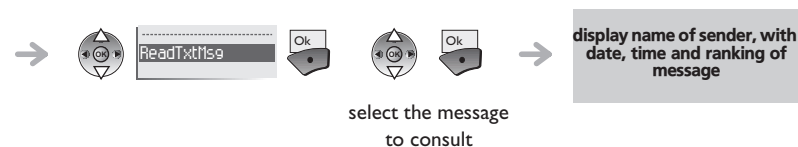
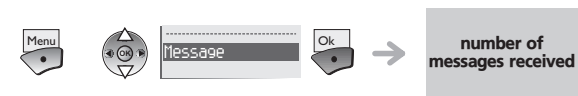
Keep in touch

• The 27 standard messages are shown below:

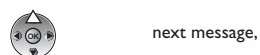
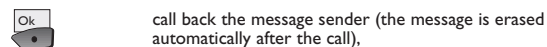
1	Call me back	15	Meeting on ____ (*)
2	Call me back tomorrow	16	Meeting on ____ at ____ (*)
3	Call me back at ____ (*)	17	Out for a while
4	Call back ____ (*)	18	Absent for the rest of the day
5	Call the attendant	19	Absent, back at ____ (*)
6	Call the secretary	20	Absent, back on ____ at ____ (*)
7	I will call back at ____ (*)	21	On vacation, back on ____ (*)
8	Use paging	22	External meeting
9	Please fetch your fax	23	External meeting, back on ____ (*)
10	Please fetch your mail	24	I am in room nr ____ (*)
11	Please cancel your forwarding	25	In a meeting - do not disturb
12	Visitors are waiting	26	At lunch
13	You are expected at reception	27	Indisposed
14	Meeting at ____ (*)	(*)	Messages to be completed using numeric keypad

4.13 Consulting written messages

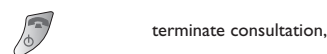
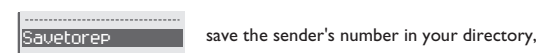
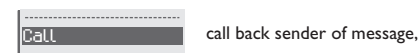
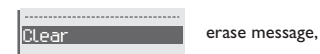
The light indicates that messages have been received.



During the display of the information:



During message consultation, press the 'menu' key to access the following functions: ()



4.14 Message notification

A message is left in your mailbox but you are not at your desk. You can configure your telephone so that you receive notification of the message on another telephone.



• **Activate/deactivate message notification:**



• **Enter the number of the set where the notification is to be received:**



• **Change the time slot:**

the time slot during which notification is activated can be changed.



5 Programming your telephone

5.1 Initializing your voice mailbox



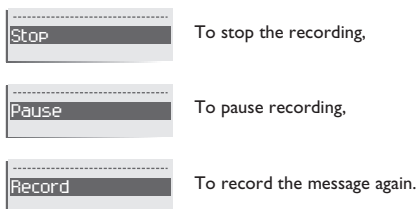
Your personal code is used to access your voice mailbox and to lock your telephone.

5.2 Customising your voice greeting

You can replace the greeting message by a personal message

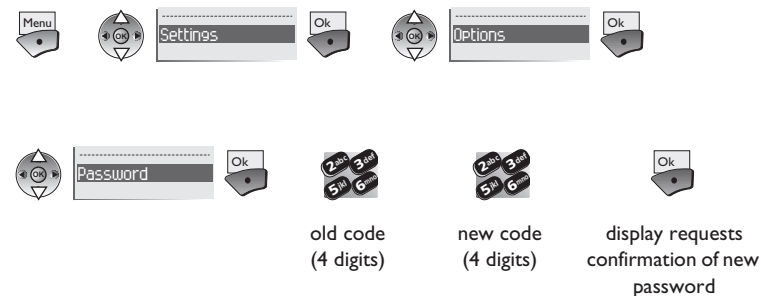


During the recording of a message, it is possible to access the following functions: (Menu)



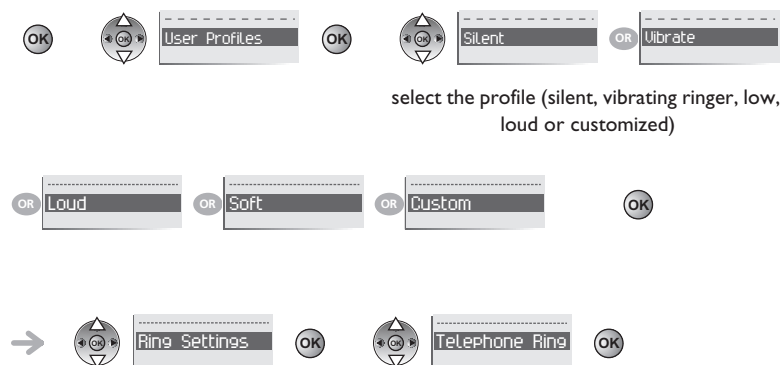
5.3 Modifying your personal code

Your personal code is used to access your voice mailbox and to lock your telephone.



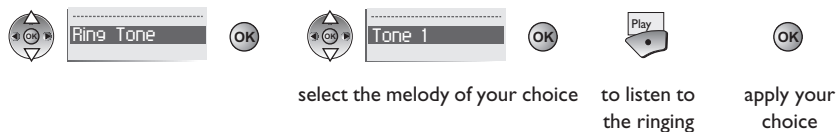
As long as your voice mailbox has not been initialized, personal code is 1515.

5.4 Configuring the telephone ringer

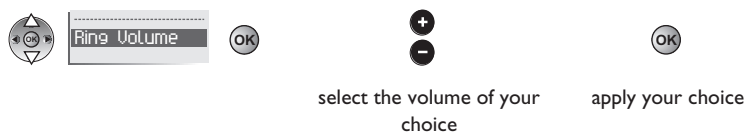


Programming your telephone

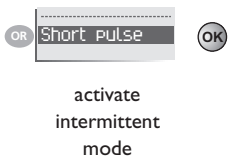
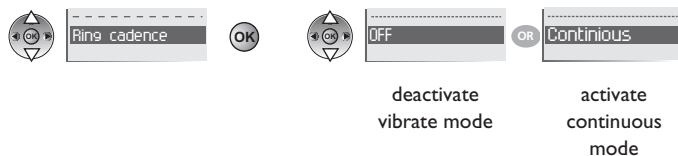
▼ Choose the tune:



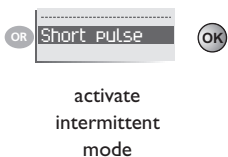
▼ Adjusting the ringer volume:



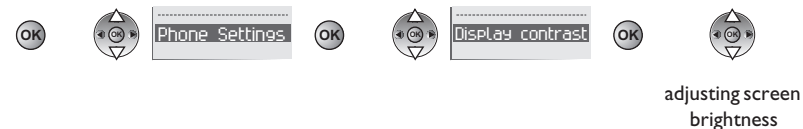
▼ Activate/deactivate the vibrator:



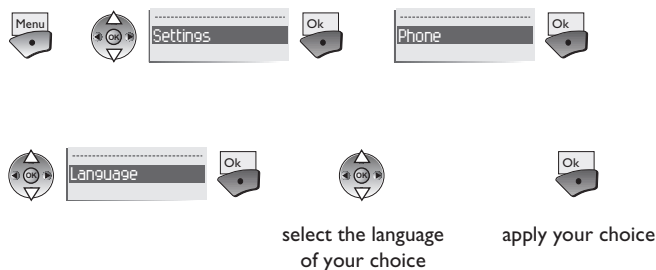
▼ Activate/Deactivate the ring:



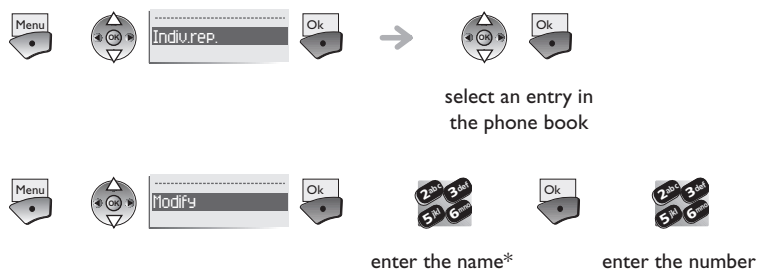
5.5 Adjusting screen brightness



5.6 Selecting language



5.7 Programming your personal directory



Programming your telephone

* Enter the name :



enter the text: the number pad keys have letters that you can display by successive presses,



position the cursor in the entry field,



erase last character entered,



enter a digit (keys 0 to 9).

5.8 Programming an appointment reminder

You can define the time of a temporary reminder (one in 24 hours) or a permanent reminder (every day at the same time).

• Programming an appointment reminder:



Appointment



select the type of appointment (temporary or permanent)



enter time of appointment

• At the programmed time, your telephone rings:



• To cancel your appointment call-back request:



Appointment



select the type of appointment (temporary or permanent)



Clear



enter the reminder time

5.9 Lock / unlock your telephone

• Lock / unlock your telephone:



Lock



your telephone is locked/unlocked

enter your personal password

• Locking the keypad:



Lock Keys



• Lock the keypad automatically:

you can configure your set so that the keypad is blocked automatically after 5, 10 or 20 seconds.



Phone Settings



Keypad autolock



select the time period before the automatic locking

• Unlocking the keypad:



5.10 Configure the set according to the background noise (Noise mode)

This function is used to configure the set to obtain optimal listening conditions depending on the background noise.



Phone Settings



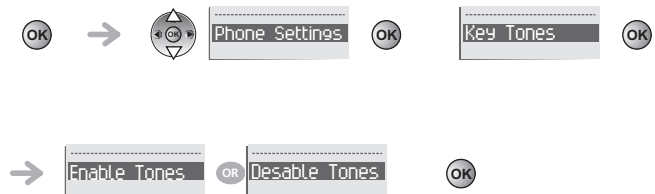
Noise mode



- Normal: corresponds to most office environments.
- High: corresponds to an average level of background noise.
- Severe: corresponds to an extremely high level of background noise.

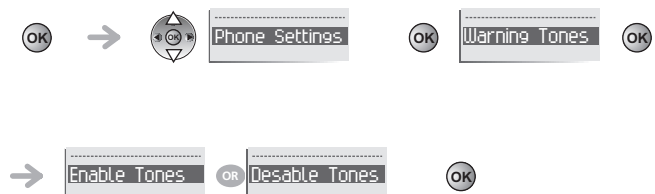
5.11 Activate/deactivate the Key tones

By default the set emits a tone each time a key is pressed.
To deactivate these tones:



5.12 Activate/deactivate the Warning tones

The warning tones inform the user of an abnormal operation (out of range, system activated or halted, etc.).
To deactivate these tones:



6.1 Batteries

■ Utilization precautions

Take care not to short the battery contacts on the Battery Pack with metal objects such as coins, keys or paper clips. Shorting the contacts can cause permanent damage.
The MIPT will need to have its Battery Pack recharged periodically.

■ Autonomy

There are different battery models for your set, each with different capacities.

Type	In conversation	in standby
Standard	4	80
Extended	6	120
Ultra Extended	8	160

■ Battery charging level.

In communication : when the battery level is low, the MIPT informs you of this via the battery low icon. A beep indicates that you have 2 minutes conversation time left.
Not in call: The battery icon is displayed whenever the battery pack charge level is low. The Low Battery message and a loud beep indicate that the charge level is extremely low. This happens when the user is not in communication. To be able to use your wireless telephone again, you must recharge the battery pack.

Type	charging times
Standard	4
Extended	6
Ultra Extended	8

■ Removing and replacing the battery in IP Touch 310 WLAN models

Press the battery latch on the rear of the wireless telephone set. The battery detaches from the telephone. To replace the battery, insert the battery catch into the bottom of the battery compartment. Press the top of the battery so that it clicks into position. You should not exert any undue pressure to assemble the battery and telephone.

6.2 Desktop Charger



During the charging, you can use your telephone as usual to make or take calls.

■ Utilization precautions

The desktop charger is designed to charge your IP Touch 310 or 610 WLAN set. A complete charge takes 2, 3 or 4 hours depending on your battery model.

Do not place anything in the charger other than the MIPT. You might damage the contacts. Bent contacts may hinder correct MIPT charging.

■ Charging indicator

If the MIPT is turned off, only Charging... will be displayed. The dots will be racing during the charging cycle. It is normal for the Battery Pack to become warm when charging.

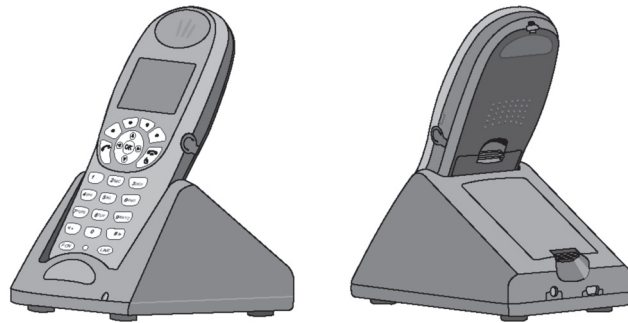
■ Charge Complete

When the MIPT is fully charged, Charge Complete will display.

Batteries and chargers

6.3 Dual Chargers

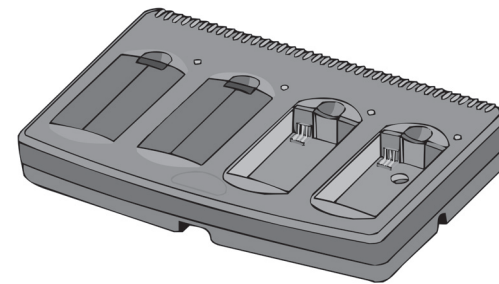
The Dual Charger is a two-slot desktop charger. The Dual chargers are designed to charge the MIPT and a spare Battery Pack. Place the handset face forward into the Dual Charger front slot. Place a spare Battery Pack in the rear slot, charging contacts down. The front slot takes charging precedence. The Battery Pack in the rear slot will begin charging when the handset in the front slot is fully charged or when the front slot is empty.



- **Indicator light**
An LED on steady indicates that the spare battery is charging. A flashing LED indicates spare battery charging malfunction (insert the spare battery again or change it). When the LED is off, this means that the charging of the spare battery has terminated, that the compartment is empty or that the charger is not connected to the mains.
- **Charge Complete**
When the MIPT is fully charged, Charge Complete will display.

6.4 The Gang Charger - only on Mobile IP Touch 610 WLAN

The Gang Charger is designed to charge four Battery Packs simultaneously. Chargers operate in a 50° to 85° F (10° to 30° C) environment. Do not expose them to freezing temperatures or direct sunlight. The Gang Charger is shipped with the appropriate power supply for the site's location. Place the Gang Charger on a flat, horizontal surface. Plug the power supply into the Gang Charger and into an appropriate wall outlet.



- **Using the GC**
Insert the Battery Pack into one of the four charging bays so that the Battery Pack contacts meet the charging bay contacts. The LED above the charging bay will turn on to indicate that charging is in progress. When charging is complete the LED will turn off. Lift the Battery Pack out of the charging bay.
- **Blinking LED**
If the LED starts blinking as soon as the Battery Pack is inserted, the Battery Pack may be improperly seated. Lift it out and reinsert. If the LED continues to blink or starts blinking at any time during the charging process, it indicates that there is a problem with the Battery Pack that makes it unusable. Do not continue to charge the Battery Pack. Dispose of it properly and do not attempt to use it in the MIPT. Do not attempt to open or repair a defective Battery Pack. Contact your service representative for assistance. If the LED is on steady, this means the charger is defective. Contact your administrator.

6.5 Cleaning the Chargers

Clean the Chargers by wiping the surface with a clean, water-dampened cloth or paper towel. A mild detergent solution may be used. Be sure to wipe away any detergent residue with a plain water dampened cloth. **DO NOT IMMERSE THE CHARGER IN WATER OR OTHER LIQUID. DO NOT POUR LIQUIDS INTO THE SLOT.** The Battery Pack contacts on the MIPT may be cleaned with isopropyl (rubbing) alcohol applied with a Q-tip, cloth, or paper towel. Do not push or pull the exposed Battery Pack contacts.

■ Important information

- Never use non-MIPT charging units as they could damage the Battery Pack.
- Only use the original plug-in power adapter for the Chargers.
- Do not immerse the Battery Pack in water or throw into the fire.
- Do not throw away the Battery Pack with your domestic waste. Take used Battery Packs to an appropriate collection point for recycling or send them back to your supplier or servicing agent.
- Replacement Battery Packs are available from your supplier or servicing agent.

7.7 Adjusting the volume level of the tones



7.8 Change PTT volume

Use the Up and Down buttons to raise or lower PTT volume.

Guarantee and clauses

■ Precautions for use

- To limit the risk of interference, people with pacemakers must keep the wireless telephone away from their equipment.
- The headset may include magnetic elements.
- Operation of the wireless telephone may be accompanied by a faint noise that may be detected by persons wearing a hearing aid. These persons should use a headset that is compatible with their hearing aid device.
- This apparatus complies with part 15 of the FCC rules. Its use is subject to the following two conditions: (1) The device must not cause any interference and (2) the device must accept all external interference likely to entail abnormal operation.
- EC countries: We, Alcatel Business Systems, declare that the product Alcatel-Lucent IP Touch 310 or 610 WLAN is deemed compliant with the essential demands of Directive 1999/5/CE of the European Parliament and Council. A copy of the original of this declaration can be obtained from your installer.
- This device uses a radio frequency spectrum whose use has not been harmonized in all countries. We recommend you follow the standard acceptance procedures before using this equipment near EC respiratory assistance equipment.

■ Declaration of compliance

- Any modification made to the equipment without the express approval by Alcatel-Lucent may result in the cancellation of the utilization authorization granted to the user of the equipment.
- THIS TELEPHONE MODEL COMPLIES WITH GOVERNMENT REQUIREMENTS FOR EXPOSURE TO RADIO WAVES. This wireless telephone is a radio receiver and transmitter. It is designed and manufactured so as not to exceed the emission limits set by the United States FCC (Federal Communications Commission) regarding exposure to radio frequency emissions. The exposure standard for mobile phones uses the SAR - Specific Absorption Rate as measurement unit. Refer to the mobile phone and desktop charger User's guide for more information regarding the SAR. SAR controls are carried out using the standard operating positions specified by the FCC. The telephone is tested in transmission at its highest certified level in all the studied radio frequency bands. The standard foresees a significant safety margin to provide additional protection to consumers and to take account of any variations in the measurement. The FCC has attributed an "Equipment Authorization" certificate to this telephone model. This document presents all the SAR values noted, all compliant to FCC instructions in matters of RF emissions. The SAR values relative to this telephone model are available from the FCC, in particular in the Display Grant section of the Web site <http://www.fcc.gov/oet/fccid> after a search on the FCC identifier ID OLIPT310 (for the IP Touch 310 WLAN wireless telephones) or FCC ID OLIPT610 (for the IP Touch 610 WLAN wireless telephone).
- Only headsets supplied by Alcatel-Lucent or its partner vendors are authorized for use with the MIPT wireless telephones.

- SAR - DAS (IP Touch 310 WLAN) < EC limit value: 1.6W/kg.
- SAR - DAS (IP Touch 610 WLAN) < EC limit value: 1.6W/kg.
- The labels and icons described on this document are not contractual and may be subject to change.
- The labels and icons displayed on your set are depending on the system which you are connected and can be different from those specified on this document.
- A copy of the original of this declaration of compliance can be obtained by post from : Alcatel-Lucent Enterprise Technical Services - Approvals Manager I, route du Dr. Albert Schweitzer - F 67408 Illkirch Cedex France

■ Information relative to the environment



This symbol indicates that at the end of its life, this product should be subject to special collection and disposal in member countries of the European Union, as well as in Norway and Switzerland. By ensuring this product is disposed of correctly, you will help to conserve natural resources and help prevent potential negative consequences to the environment and human health which could otherwise be caused by inappropriate disposal of this product. For further details about recycling this product, please contact the supplier who sold you the product .

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