

# NEO-PACTO

## 4G, Wi-Fi Hot-Spot, Bluetooth, Desk Phone

### USER MANUAL



Thank you for buying the NEO-PACTO 4G Desk phone. Below are instructions to help you get the most of your phone. Use this manual as a reference point if you find it difficult to locate or get stuck with any function of this phone.

#### 1. Start-up

Before using the phone, we advise you read the below the instructions. The phone is quite easy to use and most functions are straight forward.

#### 2. Pay attention to the following

- To switch the phone **ON & OFF**, Press the power button for about **10 seconds**.
  - Switch off the phone in an environment where it is not permitted to use wireless equipment (if the phone is to be used outside the home / office).
  - Switch off the phone before removing the battery or SIM card.
  - When cleaning, switch off the phone and clean with a slightly damp or antistatic cloth. Dry cloth can easily make the appliance statically charged. Do not use chemical cleaners to clean the surface.
  - Do not expose your phone to intense sunlight, avoid high heat.
  - Do not connect to other incompatible devices.
- Only use the charger and the battery that came with your phone. Using other batteries

or power supplies can be dangerous and can damage or blow up the phone.

- The phone will not operate normally if the battery is not inserted, even if power is connected.
- Charge the phone at least 8 hours for full charge.
- If the phone is not in use for a long time, charge the phone every 3 months. to maintain the battery.
- Follow national laws and regulations when disposing of batteries and telephones.

### 3. Brief explanation

In addition to regular phone features, the phone supports 4G Voice, SMS, Bluetooth, FM Radio and Wi-Fi Hotspot. The phone has menu options for services and features. The user manual provides a simple introduction with emphasis on ordinary telephone use.

#### 3.1 Keys and functions

The keys have multifunction's and the most important functions are described here.



#### 1. Screen (LCD)

- Press the On / Off key and the home screen appears.
- Top field: status field for battery, signal, messages, text mode, etc.
- Bottom field: explanatory text for the function keys.

## **2. Right function key (...)**

- Select contacts when the home screen is displayed.
- Follow the instructions that appear at the bottom right of the screen.

## **3. Left function key (...)**

- Select main menu when home screen is displayed.
- Follow the instructions that appear at the bottom left of the <enter> screen of the command marked on the screen.

## **4. Arrow keys**

- Moves cursor in menus.
- Change ring volume - press the up or down arrow when you are not in a call.
- Change call volume - press left or right arrow in call.

## **5. Calculator key**

- Activates the Calculator.

## **6. FM Radio key**

- Activates the FM Radio

## **7. Send / call key**

- Dial the number and press the key to call.

## **8. Speaker key**

- Switches between speakerphone (handsfree) or handset audio.

## **9. Wi-Fi key**

- Opens the Wi-Fi Hotspot menu for setup.

## **10. Power key /End call key**

- Switch on the phone by holding down the power key for a few seconds until the screen lights up
- Switch off the phone by holding down the power key for a few seconds until "Switch off menu" see you later
- Display screen again when power saving is activated.
- Reject incoming calls.
- End call and go to home screen

## **11. Repeat key**

- Dial the last number used.

## **12. \* key**

- Indicates special symbols in text mode.
- Used to activate web services, e.g. forwarding \* 21 \* B-no #

## **13. # key**

Enter numbers or letters in text mode (see status bar for current selection).

- Used to activate web services, e.g. forwarding \* 21 \* B-no

## **14. SMS Test Message key**

- To activate SMS Text message.

### **15. Alphanumeric keys**

- Dial phone number
- Enter text in text mode

### **16. Volume Up / Down key**

- Up increases volume & Down decreases volume when in a call or when playing media files like Music or Video.

### **17, 18, 19, 20. Speed Dial Hotkey**

- Direct call to pre-stored number

### **3.1 Sending SMS Text messages**

- When entering a name / number etc., the following applies:
- Press # key to switch between ABC, abc or 123 (see status bar at the top for the selected mode).
- Use \* key for special symbols and arrow keys for selection.
- Press 0 key for spaces (in letter mode).
- Press 0 to 9 to enter the desired letters and numbers.

To type the letter "e", select abc by pressing the # key and press quickly 3 key to select second letter. Similarly, three quick presses will give the third letter "f".

## **4. General Use**

### **4.1 Switching the phone ON/OFF and deactivating the screen saver.**

- Switch on the phone by holding down the power key for a few seconds until the screen lights up.
- If screen saver is activated (dark screen) to save power, press the power key to activate the screen again.
- If you do not want to use the phone to make or receive calls, it can be switched off completely. This is done by holding down the power key for a few seconds until "Turn off menu" appears. Press the left soft key twice to confirm.

### **4.2 Software update.**

The phone automatically checks for software updates. Reply "Yes" to messages to ensure the best possible performance on your phone.

The update may take some time (the phone shuts down, updates, and restarts). When the home screen appears, your phone is up to date and ready to use.

### **4.3 Making & Receiving Phone calls**

***Making outgoing Call:*** This can be done in several ways:

1. For handsfree call, from the Home screen, dial the number and press the “Send / Call” key to make a call.
2. Remove the handset or press the speaker key to dial, dial number and press "Send / Call" key to make a call.
3. Find the desired number in Contacts (phonebook) or call log and press "Send / Call" key to make a call.
4. Press one of the hotkeys.

***Receiving incoming calls:***

1. When taking a call: Lift the handset or press the loudspeaker key to receive the call.
2. End a call: Hang up - press the loudspeaker key, if necessary.
3. Reject incoming call: When it rings, press the power key to reject the call or wait until it stops ringing.

### **4.4 Change volume.**

Call volume: During the call, you can press the Up or Down arrow key to adjust the volume.

Ring volume: Press the up or down arrow key when you are not in a call.

### **4.5 Contacts**

From the Home screen, press the Menu and locate contacts. Available functions in the contact list are accessed by selecting the Options menu.

**New contact:** Select “Add contact”, enter save on Phone or SIM card, enter name and number, press “Select” and “Save”.

**Edit a contact:** Highlight the contact, press “Select” and follow the instructions.

Delete one or more contacts: Select “Mass-Delete”, select contacts to be removed and follow instructions.

### **4.6 Call log**

Under Menu / Call Log, a list of all calls is displayed. You can select "Missed", "Received" and "Outgoing calls". To redial, dial the number and press the send / call key. Press "Select" for more options.

### **4.7 Family Hotkeys**

4 keyboard shortcuts Family (top right of the phone), can be pre-programmed with phone number for direct call setup. Call is set up by pressing the "Family" key that has stored the number you want to call.

## **5. Other services**

### **5.1 SMS Text Messaging**

The phone supports the ability to write simple send and receive SMS text messages. To access the SMS text messaging function, either press the SMS button on to access the SMS text messaging menu or go from Menu > SMS. For new messaging, Select “New

Message” from options. Enter the recipient by entering the number or enter the submenu and select from “Contacts”. Press the down arrow key to access the message body. Write the message (**press # key to switch between numbers and letters**). Select “Send” after composing your message to send message.

## **5.2 Wi-Fi Hotspot**

This phone has the ability to broadcast Wi-Fi internet via 4G LTE network. When Wi-Fi Hotspot function is activated, you can connect up to 10 different devices via Wi-Fi to this phone. You have the option of adding a Password or not for devices to use when connecting via Wi-Fi. You also have the option of changing the Wi-Fi network Name.

To activate Wi-Fi Hotspot, Press the Wi-Fi key on the phone or from Menu > Settings > Wireless & Networks > Tethering & Portable Hotspot. From here you can activate or deactivate the Wi-Fi Hotspot function. To amend the Wi-Fi Network name and Password, Press the “Setup Wi-Fi Hotspot” menu.

Wi-Fi hotspot does not affect normal phone functions and you can still call and receive calls and use other functions on your phone while Wi-Fi Hotspot function is active.

## **6. Settings**

**Under Menu > Settings.** To adjust the phones parameters. Here is a small selection in connection with ordinary telephone use.

### **6.1 Sound**

**Volume:** Use the up / down arrow keys to highlight “Ring Volume” and change the volume with the left / right arrow keys. Then use the down arrow key until “OK” is highlighted (blue color) and press the left function key again.

**Ringtone:** Select “Media storage” with the arrow keys (the others are for advanced use) and press the left soft key. Select the desired “Melody” and then press the left soft key.

### **6.2 Screen**

**Brightness:** Use left / right arrow keys to change brightness. Press "Back" to accept.

**Sleep mode (screen saver):** Select the desired time with the up / down arrow keys and then press the left function key.

### **6.3 Call settings**

Relevant call settings are described in chapters 4.7 and 4.8.

### **6.4 4G Languages (VoLTE)**

**Improved call quality: 4G Speech with 4G coverage.** The top row of the screen shows the status of

VoLTE is activated.

**Activating VoLTE:** Press “Select” to uncheck the route.

**Disabling VoLTE:** Press "Select" to clear the check box.

In case of varying / poor 4G coverage and you experience low call quality, try to

deactivate  
VoLTE.

## **6.5 Wi-Fi**

You can also connect to available Wi-Fi with this phone to browse the internet and for downloading files online.

## **6.6 Security**

**Screen lock:** Enter the password that must be used to use the phone when the screen saver has been activated. The function is activated by switching the phone on and off. To remove the active screen lock, select the same menu, then "Screen lock" and enter the password (screen lock is most relevant if many strangers have access to the phone and you want to prevent unnecessary use)

**To deactivate PIN code:** Go to Menu / Settings / Security. Select "Set up SIM card lock" - Use the arrow keys to highlight "Lock SIM card", press "Select" to uncheck. Enter the PIN code of the SIM card, then the arrow key down to "OK" and press the left function key. To reactivate the use of the PIN code again, repeat the procedure above (tick that the PIN code must be used).

## **6.7 Language**

Choose between English or French.

## **6.8 Reset**

Select "Factory settings" if you want to remove all saved data and changes made.