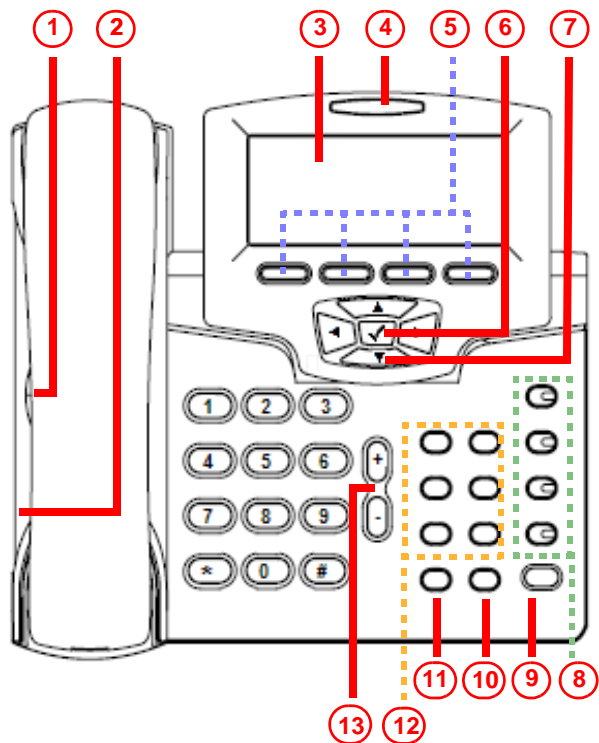


Quick Reference Guide



IP Phone Keys & Features

No.	Item	Function
1	Speaker	The Speaker is used for handsfree dialing and conversation.
2	Headset Port	The RJ-9 / 2.5mm jack is on the bottom left side of your IP phone.
3	Graphic LCD	The LCD Screen displays your phone settings, a phone number, or status of a call.
4	Message Wait Light	The Message LED flashes when you receive a new message.

No.	Item	Function
5		The 4 Soft Keys are used to select menu items and to control the LCD screen. Each key's function depends on the corresponding content displayed on the LCD.
6		The OK/Checkmark (✓) on the Navigator Control key is used to confirm a setting for your IP phone, or the phone number you dialed.
7		The arrows (◀ ▶ ▲ ▼) on the Navigator Control key are used to scroll to items on the LCD screen.
8		The 1, 2, 3, 4 keys are used to select a CO line or Trunk Group.
9		The SPEAKER key is used to activate/de-activate the handsfree dialing or talking feature.
10		The MUTE key is used to activate/de-activate the voice transmission from your IP phone.
11		The HEADSET key is used to activate/de-activate a Headset.
12		The XFR key is used to transfer a call to another IP phone.
		The REDIAL key is used to redial the last number you dialed.
		The HOLD key is used to place the current call on hold. Pressing the HOLD key again will return the caller to the original conversation.
		The MESSAGE key is used to access the Voice Mail system to retrieve your voice messages.
		The CONFERENCE key is used to establish a conference call. - Pressing the Conference key will place the current call on hold and allow you to dial a 2nd number. - Pressing the Conference key again will return the caller to the original conversation.
		The PHONEBOOK key is used to access your Phonebook. The LCD screen will prompt you to: 1) place a call to a previously stored number or, 2) edit your Phonebook entries.

No.	Item	Function
13		The VOLUME CONTROL key is used to control the volume. - <i>When phone is idle</i> -- the Ringing volume can be adjusted. - <i>When talking</i> -- the volume for the Handset/Speaker/Headset can be adjusted.

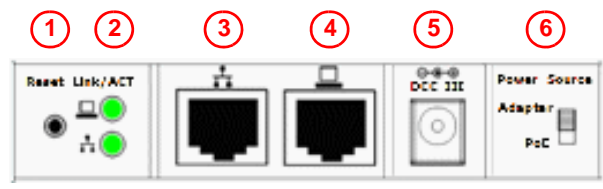
Feature Access Codes

<i>CALL FORWARD (via Auto Attendant) ↓</i>	
Busy Call Fwd	*22 + Extension number *22 + * + VM PSWD + * + outside phone number <i>To cancel ... **22</i>
Direct Call Fwd	*21 + Extension number *21 + * + VM PSWD + * + outside phone number <i>To cancel ... **21</i>
Direct Call Fwd to VM	*24 <i>To cancel ... **24</i>
No Answer Call Fwd	*23 + Extension number + * + Time *23 + * + VM PSWD + * + outside phone number + Time <i>To cancel ... **23</i>
Do Not Disturb (Auto Attendant)	*4 <i>To cancel ... **4</i>
Call Waiting (Auto Attndnt & Phone)	*98 <i>To cancel ... **98</i>
Page Allow/Deny (Phone)	*99 <i>To cancel ... **99</i>
Phone Lock/Unlock (Phone)	*97 + VM PSWD <i>To cancel ... **97 + VM PSWD</i>
Trunk/Group Programming (Phone)	*70 + Trunk/Group No. (1-4)

LED Status for IP Phone

LED	Color	Status	Description
Message Indicator		Off	No new message
	RED	Flashing	New voice message indication
1,2,3,4 VoIP Line Keys		Off	No active line, phone is on-hook
	GREEN	Steady	Line is active when dialing, or during a call
	GREEN	Flashing	Incoming call while you are engaged in another call
Speaker Key		Off	Speaker is not in use
	GREEN	Steady	While in on-hook dialing mode or hands-free mode
MUTE Key		Off	Microphone is active
	RED	Steady	Microphone is inactive
Headset Key		Off	Headset is not in use
	GREEN	Steady	While in on-hook dialing mode or hands-free mode and headset
All LEDs for system status		Off	In normal operation mode
	GREEN	Steady	During system boot
	GREEN	Flashing	When system boot fails, or a critical error occurs

IP Phone Connections



No.	Item	Description
1	Reset	Button resets your IP phone to the factory default settings.
2	Link/ACT	LEDs indicate link/activity status of WAN and LAN ports.
3	WAN Port	RJ-45 Jack 100/10Mbps Ethernet port for connecting to IP network.
4	LAN Port	RJ-45 Jack 100/10Mbps Ethernet port for connecting to PC or Notebook.
5	Power Jack	If a power source from an adaptor is required, use the standard power adaptor provided (5VDC/2000mA).
6	Power Source (optional)	This switch is only available on phone models supporting PoE. There are two available sources for power: <ul style="list-style-type: none"> - Power Adaptor - PoE (Power over Ethernet) Set to the appropriate option before installing your IP Phone. <i>Default setting = Power Adaptor</i> <i>NOTE: Only the Ethernet WAN port supports PoE.</i>

Basic Call Features

Function	Operation	
Making a call		1. Pick up the handset. You will hear a dial tone.
	 	2. Use the keypad to dial a phone number. <i>NOTE: To delete the last digit entered, use the "Backsp" softkey.</i>
Receiving a call		1. Pick up the handset when the phone rings.
		2. Hang up the handset to end the conversation.
Calling last number dialed	 	1. Pick up the handset. 2. Press the REDIAL key. The last number dialed will automatically be redialed.
Transferring a call (Blind Transfer)	 	1. <i>During a conversation</i> , press the TRANSFER key.
		2. Use the keypad to dial the desired phone number. 3. The call will transfer automatically; hang up the handset.
Adjusting voice volume	 	<i>During a conversation ...</i> if the volume is too low or too high, press the VOLUME CONTROL key to adjust softness/loudness.
Muting the microphone	 	1. <i>During a conversation</i> , press the MUTE key to prevent other party from hearing other discussions.
		2. Press the MUTE key again to re-establish a two-way conversation.

