Call transfer

Attended transfer:

1. Press ⦅•⦆ key or Xfer soft key during the active conversation, the call is put on hold.

2. Dial the second telephone number.

3. When the call is answered, then press ⦅•⦆ key or Xfer soft key to complete the operation.

Blind transfer:

1. Press ⦅•⦆ key or Xfer soft key during the active conversation, the call will be on hold.

2. Then enter the 2nd telephone number and press ⦅•⦆ key or Xfer soft key.

Call forward

1．Press Menu > Features > Call Forward.
2．Select the line, the type of forward, enter the destination number and status and OK.

Call Mute

1. Press 🎙 to Mute the microphone during the call.
2. Press 🎙 again to un-mute the conversation.

Call list

1. Press ⊙ key or Menu > CallLog > Local Call Logs

2. Scroll through the list using ✥

3. To dial an entry, press Dial soft key or pickup handset or press 🎧 or 🔊 .

Phonebook

Access phonebook:
1. Press 📖 or Contact soft key or Menu > PhoneBook > Local Contacts.
2. Select All Contacts or other group.

3. To dial an entry, press Dial soft key or pickup handset or press 🎧 or 🔊 .

Add new entry:

1. Press Contact soft key, Press All Contacts or other group > Press Add.
2. Enter name and number and press OK soft key.

Programmable keys

1．You can configure shortcuts for the programmable keys.
2．Press Menu > Basic > Keyboard, select among the configurable items, and select your desired type and value, press OK key.

Redial
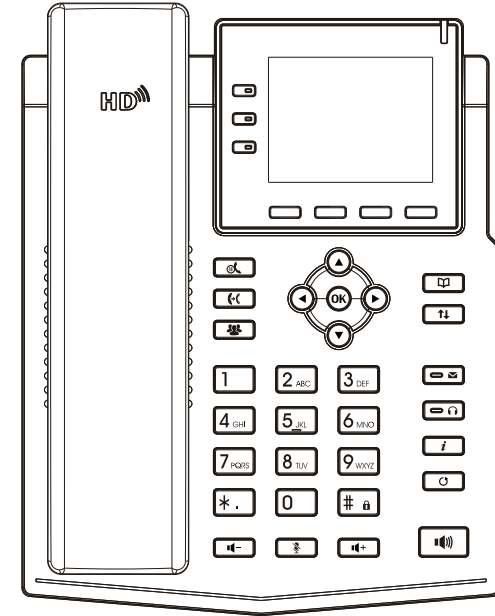
1. Press ↻ key, redial a call number.

Do not disturb

1. Press DND soft key, and enable the device do not disturb mode.
2．Or press Menu > Features > DND, and select the Mode and Type, and press Save soft key.

Voice mail

1. To access your voice mailbox, press ✉ or Menu > Message > Voice Message, number of messages will be indicated if provided by your server or pbx.
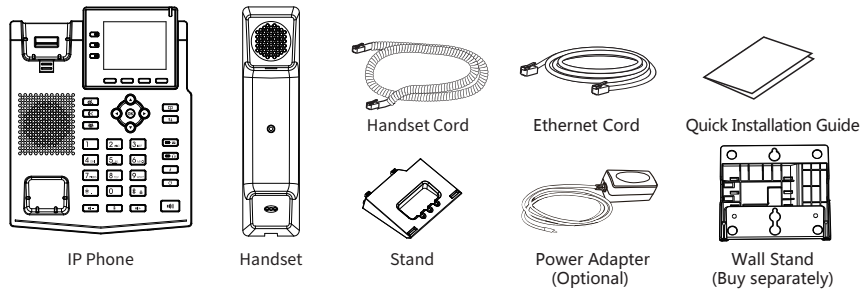2．Select the line and press Play to call.

WiFi

1．Press Menu > Basic > WLAN, Enabled the WiFi Feature.
2．Press scan to search for currently available wireless network.
3．Enter the available network and select the WiFi you want to connect.
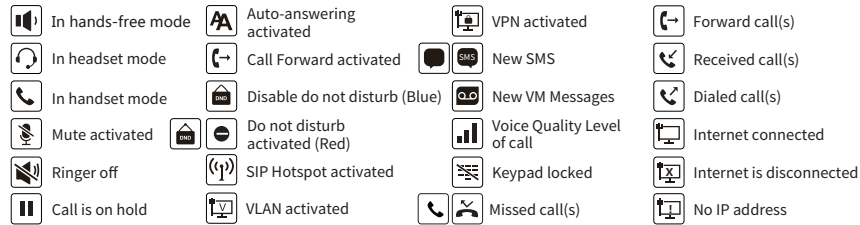4．Press connect soft key and enter the appropriate password to connect to the WiFi.

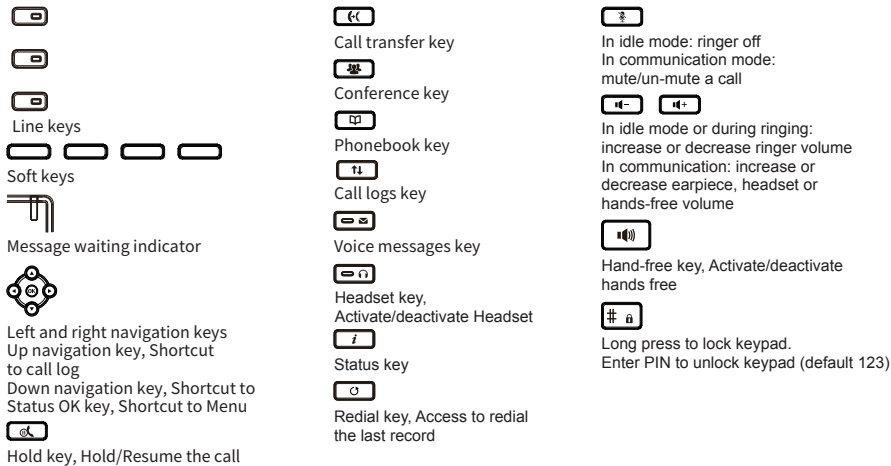# IP Phone

Quick Installation Guide

Packaging list

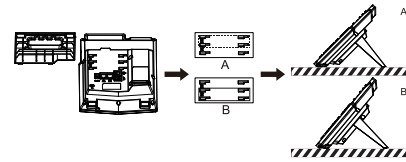IP Phone   Handset   Stand   Power Adapter (Optional)   Wall Stand (Buy separately)

Handset Cord   Ethernet Cord   Quick Installation Guide

Screen icon

In hands-free mode	Auto-answering activated	VPN activated	Forward call(s)
In headset mode	Call Forward activated	New SMS	Received call(s)
In handset mode	Disable do not disturb (Blue)	New VM Messages	Dialed call(s)
Mute activated	Do not disturb activated (Red)	Voice Quality Level of call	Internet connected
Ringer off	SIP Hotspot activated	Keypad locked	Internet is disconnected
Call is on hold	VLAN activated	Missed call(s)	No IP address

Keys features

Line keys

Soft keys

Message waiting indicator

Left and right navigation keys
Up navigation key, Shortcut to call log
Down navigation key, Shortcut to Status OK key, Shortcut to Menu

Hold key, Hold/Resume the call

Call transfer key

Conference key

Phonebook key

Call logs key

Voice messages key

Headset key, Activate/deactivate Headset

Status key

Redial key, Access to redial the last record

In idle mode: ringer off
In communication mode: mute/un-mute a call

In idle mode or during ringing: increase or decrease ringer volume
In communication: increase or decrease earpiece, headset or hands-free volume

Hand-free key, Activate/deactivate hands free

Long press to lock keypad.
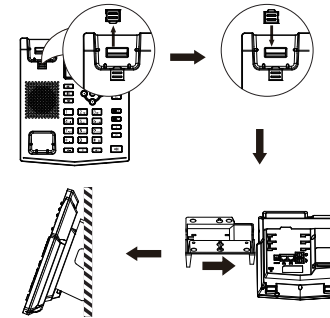Enter PIN to unlock keypad (default 123)

Installation the device

Please follow the instructions in below picture to install the device.

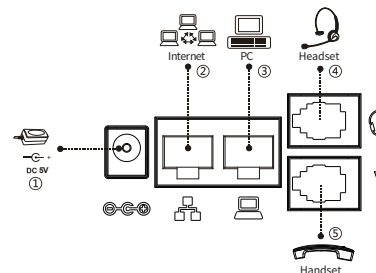● **Bracket desktop installation**

● **Wall mounting (Wall Stand need buy separately)**

Connecting to the Device

Please connect power adapter, network, PC, handset, and headset to the corresponding ports as described in below picture.

① Power port: connect the power adapter.
② Network port: connecting local area network or Internet.
③ PC port: the network port connect to the computer.
④ Headset port: connect headset.
⑤ Handset port: connect IP Phone handset.

Configuration

Configuration via Phone
1．Press Menu > Advanced (Default password 123)
2．Select Network: To configure the Network Settings (IPv4/IPv6/IPv4&IPv6, DHCP/Static/PPPoE)
3．Select Accounts: To configure enable the account, fill the SIP server address, port, user name, password etc .

Configuration via Web
1. Get the IP address from the phone: Press ⊙ key, or Menu > Status > IPv4 / IPv6.
2. Login: Input the IP address in the web browser. The PC and phone should be in the same IP address segment(The default username and password are both 'admin'.)
3. Configure: Select network/Account etc, and fill the relevant content.
4. Save the configuration.

Language setting

1. Press Menu key > Basic > Language.
2. Select the desired language and press OK soft key.

Making a call

1. **Pre-dialing**: enter the phone number and pick up the handset.
2. **Direct dialing**: lift the handset and enter the phone number.
3. **Handsfree**: enter phone number and press 🔊 or vice versa.
4. **Headset:** enter phone number and press 🎧 or vice versa.
5. **Designated line:** press line key, enter phone number and press dial key.

Accepting a call

1. **With the handset**: pick up the handset.
2. **With a headset**: press 🎧.
3. **With the handsfree**: press 🔊.

Putting a call on hold

1. Press 🔘 key or Hold soft key, caller is put on hold.
2. To retrieve the call press 🔘 key or Resume soft key.
Note: with more than one active call, select desired call with the navigator keys and use the corresponding soft key to hold or resume.

3-party conference

1. Once in line with 1st caller, press 👥 key or Conf soft key, 1st caller is put on hold.
2. Then call the 2nd number.
3. After, 2nd call is established, press 👥 key or Conf soft key to set up the conference.