

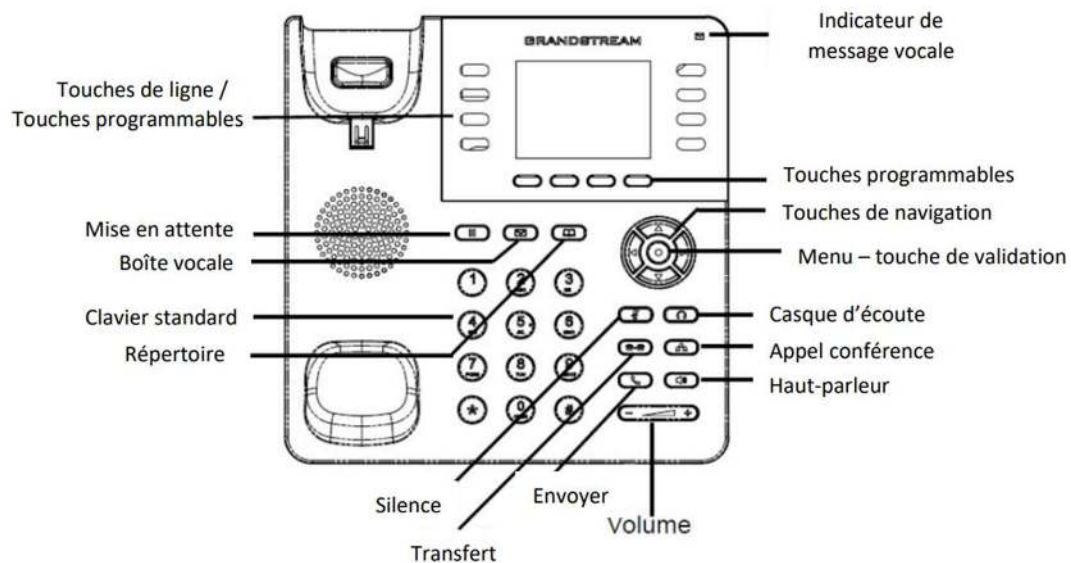
GUIDE — IP TELEPHONY

Desk phone guide

Your keys and functions, simply explained

Here is the layout of your desk phone (diagram labels shown in French).

The following pages explain each key.



What your keys do



Hold

Puts your caller on hold — they will hear music.
Press again to retrieve the call.



Voicemail

A direct shortcut to your voicemail.



Directory

Three submenus are available; only "Local Directory" is used. It lets you build a contact list unique to each phone. To save a contact, always set one number as primary.



Navigation keys

Navigate through the menus. The centre button opens the phone menu and confirms your choices.



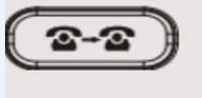
Mute / Do Not Disturb

During a call: mutes your microphone — you can still hear your caller; press again to unmute. Same behaviour in a conference call.
When idle (phone on-hook): enables DO NOT DISTURB — a red indicator covers the screen.
Press again to disable it.



Headset

Enables headset mode. Once active, the same logo appears at the top left of the screen.



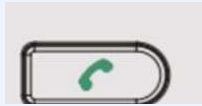
Transfer

During a call: press once, dial the recipient's extension or number, then press the Transfer key again.



Conference call

During a call: press, enter the third participant's number or extension, then SEND. You can speak with them before pressing MERGE at the bottom of the screen.



Send

Dials the number you entered. With the handset on-hook, this key shows the history of recently dialed numbers.



Speakerphone

Turns the phone's speaker on and off.



Volume

The – lowers and the + raises: the ringer volume when the handset is on-hook, or your caller's volume during a call.



Programmable keys

Hold a key down for 5 seconds to program it:

MODE: choose "Speed Dial" for an external number or "Asterisk BLF" for an internal extension.

ACCOUNT: usually account 1, or your name.

DESCRIPTION: the name displayed on screen for this button.

VALUE: the phone number or extension. Then save everything.

Need help? Our team is here 24/7.

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