



## IP PHONE USER GUIDE FIP15G Plus

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### Part 15 FCC Rules

This device complies with Part 15 of the FCC Rules. Operation is subject to the following three conditions:

- This device may not cause harmful interference
- This device must accept any interference received, including interference that may cause undesired operation.
- The distance between user and products should be no less than 20cm

Note: This equipment has been tested and found to comply with the limits of a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy, and if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Note: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate this equipment.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

## CE

Manufacturer: Flyingvoice Network Technology Co., Ltd.

Address: 1801-1802, Building 1, Chongwen Park, Nanshan Zhiyuan, Nanshan District, Shenzhen, China

Hereby, Flyingvoice Network Technology Co., Ltd. declares that this device is in compliance with the essential requirements and other relevant provisions of Directive 2014/53/EU

The full text of the EU declaration of conformity (DoC) is available at following internet address:  
<https://flyingvoice.com/download.html>

The wireless operation frequency

WiFi: 2412MHz-2472MHz, Max EIRP Power 18.16 dBm

### **Safety warning and Attentions**

If use adapter, adapter must be comply 2014/30/EU Directive.

Adapter Caution: Adapter shall be installed near the equipment and shall be easily accessible.

Do not store or use your product in temperatures higher than 50°C.

### **RF Exposure Statement**

The distance between user and products should be no less than 20cm.

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[https://www.flyingvoice.com/soft\\_GPL.aspx](https://www.flyingvoice.com/soft_GPL.aspx)

## Risk Warning Statement

This risk warning statement contains a summary of external network servers that FVUI will access under its factory settings in order to obtain necessary service support. If you want to prohibit these accesses based on security considerations, you can disable them through the WEB management page.

Number	Server Domain Name	Description	Factory Setting
1	https://prv3.flyingvoice.net:442	Flyingvoice Provision web management configuration server	Enable
2	prv3.flyingvoice.net:3450	Flyingvoice Provision web management stun server	Enable
3	https://prv4.flyingvoice.net	Flyingvoice Provision web management backup server	Enable
4	log3.flyingvoice.net:9005	Flyingvoice Provision web management log server	Disable
5	http://acs3.flyingvoice.net:8080	Flyingvoice TR069 web management server	Disable
6	acs3.flyingvoice.net:3478	Flyingvoice TR069 web management server	Disable
7	pool.ntp.org/cn.pool.ntp.org	NTP server	Enable

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## About This Guide

Thank you for choosing Flyingvoice FIP15G Plus IP phone, which delivers the industry's leading HD audio quality and a wide range of business telephony features, such as Call Hold, Call Transfer, Busy Lamp Field, Call Recording, Paging and Conference over an IP network. Meanwhile, it features a compact appearance, robust performance and cost efficiency for daily desktop voice communications.

This guide provides everything you need to quickly use your new phone. Firstly, verify with your system administrator that the IP network is ready for phone configuration. Also be sure to read the Quick Start Guide which can be found in your phone package before you set up and use the IP phone. As you read this guide, keep in mind that some features are configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may operate differently on your phone. Additionally, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen.

### Related Documentation

The following types of related documents are available on each page:

- Datasheet
- Quick start guide

# Chapter 1 Introduction

This chapter provides the overview of phone hardware and screen layout, and how to navigate your phone for the best performance.

## Topics

[Hardware Overview](#)

[LED Indicator](#)

[Screen and Icons](#)

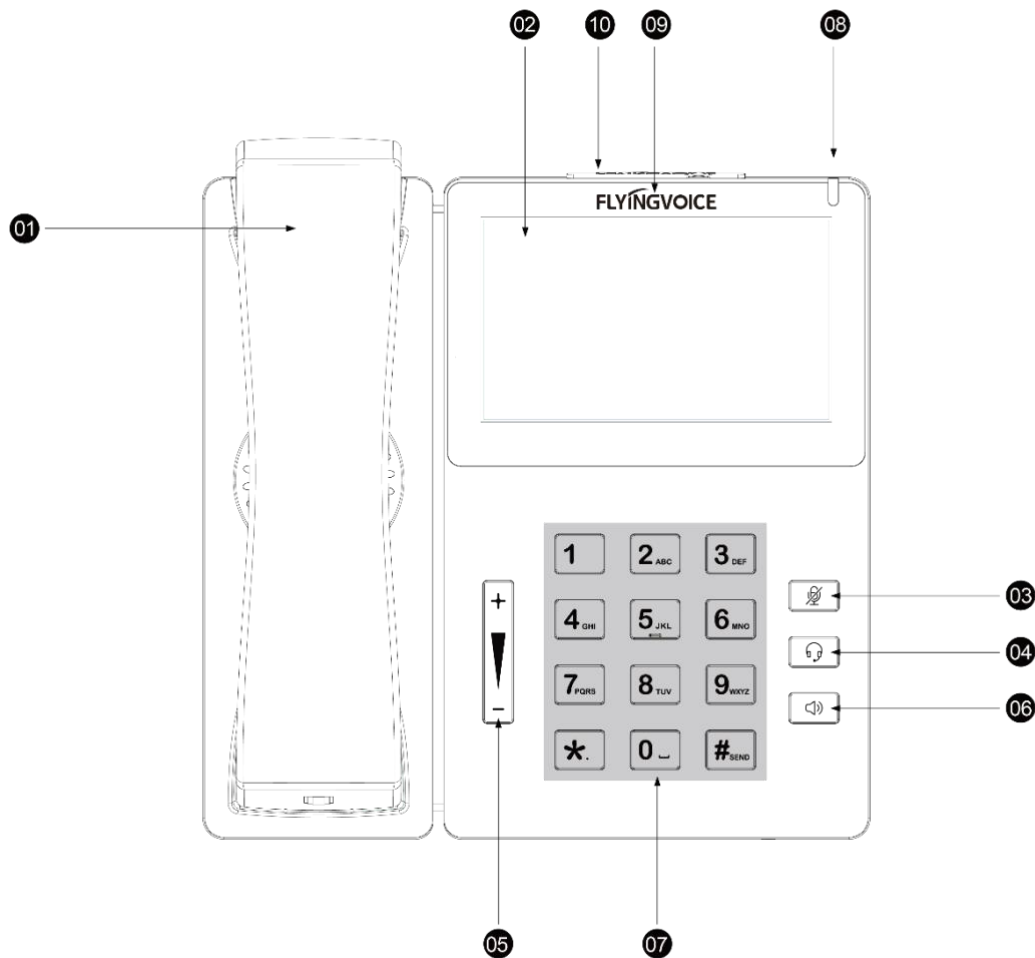
[Entering Characters](#)

## 1.1 Hardware Overview

### Topics

[FIP15G Plus Hardware](#)

### FIP15G Plus Hardware



Error! Use the Home tab to apply 标题 1 to the text that you want to appear here.

NO.	Item	Description
1	Handset	Handset to pick up and answer call
2	Phone Screen	Touchable screen, shows information about your phone, such as calls, messages, soft keys, programmable keys, account status, time and date
3	Mute Key	Toggles and indicates the mute feature. The key LED glows red when the call is muted.
4	Headset Key	Toggles and indicates the headset mode. The key LED glows green when headset mode is activated
5	Volume Key	Adjusts the volume of the handset, headset, and speaker
6	Speakerphone Key	Toggles and indicates the hands-free (speakerphone) mode. The key LED glows green when the hands-free (speakerphone) mode is activated
7	Keypad	Provides the digits and special characters in context-sensitive applications
8	Power LED Indicator	Indicates call status, message status, and phone's system status
9	Logo	FLYINGVOICE Logo
10	USB Port	Can be connected to CAM10 camera, EHS10 adapter, USB Headset

## 1.2 LED Indicator

### Power LED Indicator

The power LED indicator indicates the call, message and phone's system status.

LED Status	Description
Solid red	The phone is initializing
Fast-flashing red (0.3s)	The phone is ringing
Slowly-flashing red (1s)	The phone receives a voice mail or text message
OFF	The phone is powered off or idle

## Line Key LED

The line key LED indicators are associated with the status of phone lines and features.

**Line key LED** (associated with the phone line)

LED Status	Description
Solid green	The line is registered or BLF is set to indicate that the monitored phone is ringing
Fast-flashing red	The line receives an incoming call
Red	The line is in conversation or BLF is set to indicate that the monitored phone is on a call
Off	The line is inactive

## 1.3 Screen and Icons

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.

Topics

[Idle Screen](#)

[Calls Screen](#)

[Icons in the Status Bar](#)

[Line Key Icons](#)

[Other Icons](#)

### Idle Screen

The idle screen is made up of the status bar, line keys, and soft keys. The time & date in the status bar or middle of the screen varies by phone models.



1. Status Bar: Display the default account, feature status icons, and the time. The status icons are displayed when features are activated.

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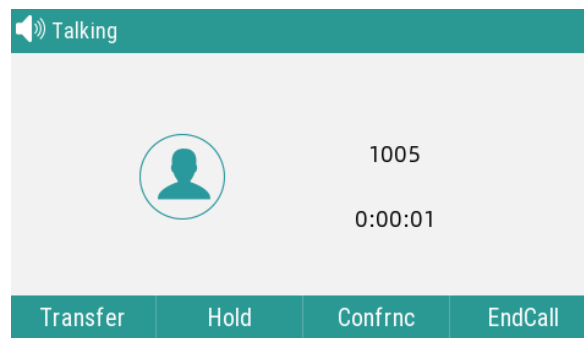
2. Line Keys: Display the information associated with the line keys and feature keys on the phone.

3. Soft Keys: Display the information associated with the feature keys.

## Calls Screen

All of your active and held calls are displayed on the calls screen. You can press up or down navigation key to switch among calls.

Check with your system administrator to find out if this feature is available on the phone. When there is an active call and a held call, the calls screen is shown below:



## Icons in the Status Bar



Icons in the status bar vary by phone models.

Icon	Description	Icon	Description
	Wired network is available		Auto Answer
	Wired network is unreachable		Do Not Disturb (DND)
	Speaker mode		Keep Mute
	Handset mode		Ringer volume is 0
	Headset mode		Missed Calls
	Voice Mail		Call Forward
	Call is on hold		Recording
	Wi-Fi connected		Wi-Fi connection failed
	Bluetooth is turned on		Bluetooth is connected
	USB drive connected		

## Line Key Icons




Icons on the line key that vary by phone models.

**Icon indicators** (associated with line)


Icon	Description
	The private line is registered successfully
	Register failed

## Other Icons




**Call History**

Icon	Description
	Received Calls
	Placed Calls
	Missed Calls

**Contact**

Icon	Description
	Default Contact Picture

**Call**

Icon	Description
	Waiting
	Ringing
	Calling

## 1.4 Entering Characters

You can use the keypad keys on your phone to enter or update field information. The following table describes how to enter different characters using the keypad keys.

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Task	Action
Switch input modes	Press the <b>ABC</b> , <b>abc</b> , <b>Ab2</b> , <b>2aB</b> , or <b>123</b> soft key to switch the input modes.
Enter alphas	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> mode. press the keys labeled with letters until your desired letter appears. press a keypad key repeatedly to view the character options and stop when the letter you want to enter is displayed in the field. Wait one second, and then enter the next letter.
Enter numbers	Select <b>123</b> mode, press the corresponding keys.
Enter special characters	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> mode, press * key or # key one or more times to enter one of the following special characters: <b>* key:</b> *,?!\~()@/;+&%=<> £ \$ ¥ ¢ [] {} ~ ^ ¡ ¢ \$ #" <b># key:</b> # In <b>123</b> mode, you can press the * key to choose the following special characters: .*/@[].
Insert space	Select <b>ABC</b> , <b>abc</b> , <b>2aB</b> mode, press the <b>0</b> key.
Delete one or more characters	Position the cursor to the right of the character, and select the <b>Delete</b> soft key.



# Chapter 2 Getting Started

This chapter describes the introductory operation of the FIP15G Plus phone and covers the For more information and help, please contact us.

## Topic

[Phone initialization](#)

[Phone Status](#)

[Basic network settings](#)

[Wireless network settings](#)

## 2.1 Phone initialization

After the phone is powered on, the following steps will be performed.

1. the "FLYINGVOICE" logo is displayed on the LCD interface
2. When the phone is initialized, wait for the progress bar to finish loading.
3. After the phone starts normally, it can obtain network configuration through DHCP.

By default, the phone obtains network configuration such as IP address, subnet mask, default gateway address and DNS server through DHCP server.

**Note:** If the phone cannot get the network configuration through DHCP server, please do the basic network settings on page 20.

## 2.2 Phone Status

### Procedure

You can press **Menu**, then press **Status** to view the Network and Phone status.

The phone screen is shown below:

<	Network	Phone	Account	1/3 >
	1. Wi-Fi Status	-42@SQA_2.4G[80:8f:1d:		
	2. Vlan ID	Disable		
	3. Mode	DHCP		
	4. IPv4	192.168.20.134		
	5. Wan Mask	255.255.255.0		
	Back			

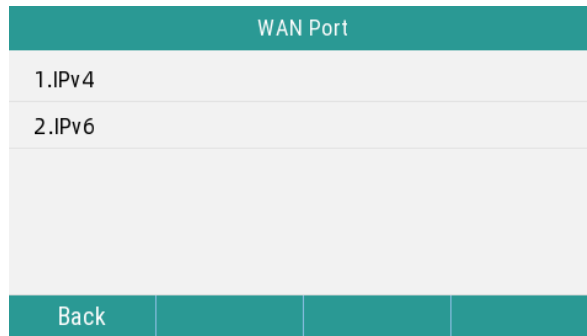
## 2.3 Basic network settings

If the phone cannot get the network configuration through DHCP server, you need to set it manually.

The phone supports IP mode: IPv4, IPv6.

### Set the IP address mode through the phone interface:

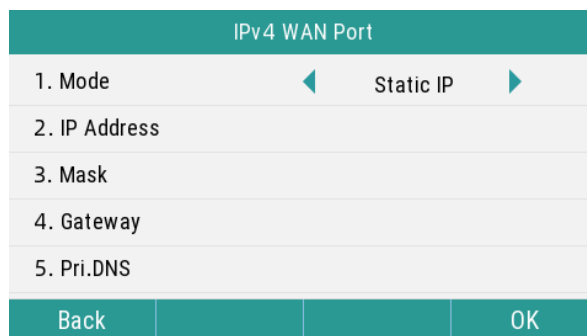
1. Press **Menu**->**Advanced Settings** (default password: admin)->**Network**->**WAN Port**



2. Select **IPv4** or **IPv6**.
3. Press the ◀ or ▶ key to switch the type of IPv4 WAN port, you can select static IP and DHCP .

### Set a static IPv4 address through the phone interface:

1. Press **Menu**->**Advanced Settings** (default password: admin)->**Network**->**WAN Port**->**IPv4**.
2. Press ◀ or ▶ key to select **Static IP**.
3. Enter the **IP address**, **Mask**, **Default Gateway**, **Primary DNS** and **Secondary DNS** in the corresponding area respectively.



4. Press the **OK** to save the configuration.

## 2.4 Wireless Network

You can connect the phones to a wireless network if Wi-Fi is available within the area. For more information, contact your system administrator.

### Topics

[Activating the Wi-Fi Mode](#)

[Connecting to the Wireless Network](#)

[Viewing the Wireless Network Information](#)

[Disconnecting the Wireless Network Connection](#)

[Deactivating the Wi-Fi Mode](#)

### Activating the Wi-Fi Mode

You can activate the Wi-Fi mode to connect your phone to an available wireless network.

#### Procedure

1. Navigate to **Menu > Basic > Wi-Fi**.
2. Select **On** from the **Wi-Fi** field.
3. Select **OK**.

*The phone scans the available wireless networks in your area.*

### Connecting to the Wireless Network

After you have activated the Wi-Fi mode, you can connect the phone to the wireless network.

#### Connecting to an Available Wireless Network Manually

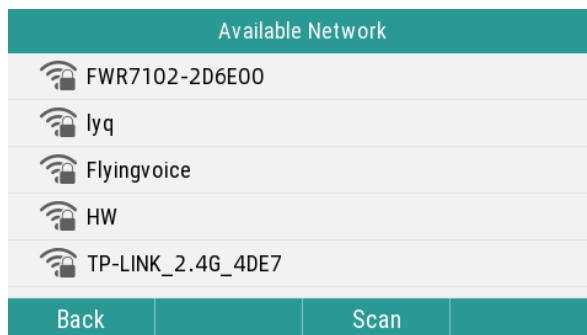
When you enable the Wi-Fi mode, the phone automatically connects to the saved wireless network, you can also connect it manually.

#### Before You Begin

Get the password of the wireless network from your system administrator. Make sure that the Wi-Fi mode is activated.

#### Procedure

1. Navigate to **Menu > Basic > Wi-Fi**.
2. Press the **Available Network(s)**.
3. Optional: To research the available network, select **Scan**.



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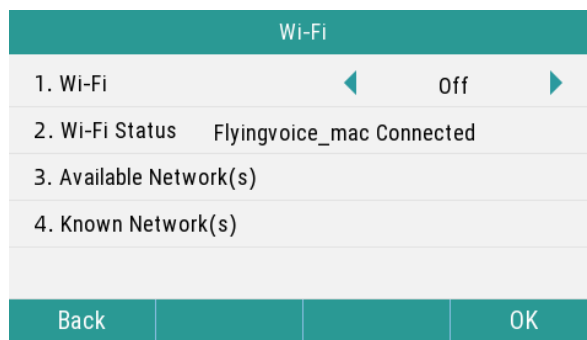
4. Select the desired wireless network and select **Connect**.
5. If the network is secure, enter its password.
6. Select **OK**.

## Viewing Wireless Network Information

You can view the wireless network information (for example, Profile Name, SSID or Signal Strength) when the Wi-Fi mode is activated.

### Procedure

1. Navigate to **Menu > Basic > Wi-Fi > Available Network(s)**



2. Select the desired network to view the detailed wireless network information.  
If the phone is connected to a wireless network successfully, you can also navigate to **Menu > Basic > Wi-Fi > Wi-Fi Status** to view the connected wireless network information.

## Disconnecting Wireless Network Connection

When you no longer want to connect to the current wireless network, you can disconnect it.

### Procedure

1. Navigate to **Menu > Basic > Wi-Fi**.
2. Select **Available Network(s)**.
3. Press the connected wireless network, and select **Discon**.

**Tip:** You can also disconnect the wireless network when deactivating the Wi-Fi mode.

## Deactivating the Wi-Fi Mode

You should deactivate the Wi-Fi mode when you need to connect your phone to the wired network.

**Note:** When the phone uses the Wireless connection the Ethernet cable connection in the same time, the Wireless connection has the higher priority.

### Procedure

1. Navigate to **Menu > Basic > Wi-Fi**.
2. Select **Off** from the **Wi-Fi** field.
3. Select **OK**.

## 2.5 Registration

Usually, the system administrator will pre-configure the relevant parameters and deploy all phones centrally, in this case, the phones are usually already registered with accounts.

The FIP15G Plus IP phone supports 10 account registrations. If the phone is not registered, you need to register it manually.

### Topic

[Phone Interface Registration](#)

[Web Interface Registration](#)

### Phone interface Registration

#### You can register one or more accounts on the phone

1. Press **Menu**->**Advanced Settings** (default password is admin)->**Account**.
2. Select the Line you want to set up, click enter.
3. Press the ◀ or ▶ key to switch the registration status to enable.
4. Fill in the corresponding information in the **Display Name**, **Registered Name**, **User Name**, **Password**, **Sip server**, **Server Port**.
5. If you want to use outbound proxy server, please enter the corresponding server address in the corresponding proxy server option.
6. Press the **OK** key to save the configuration.

Line 1	
1. Registration	◀ Enable ▶
2. Display Name	6625
3. Register Name	6625
4. User Name	6625
5. Password	*****
Back	OK

Repeat steps 2-6 to complete the registration of all Lines.

#### Disable the account via the phone interface.

1. Press **Menu**->**Advanced Settings** (default password is admin)->**Account**.
2. Select the account you want to set, press Enter.
3. Press ◀ or ▶ to switch the account status, select **Disable**.

Error! Use the Home tab to apply 标题 1 to the text that you want to appear here.

4. Press the **OK** Key to save the configuration.

## Web Registration

You can register one or more accounts on the web interface

1. After checking the IP address of the phone, enter the IP address in the browser and log into the web management page of the phone.
2. Click **SIP Account**->**Line x**, drop down and select **Line Enable** to **enable**, fill in user information (**Display Name**, **Phone Number**, **Account**, **Password**), Proxy server and Registration information (**Proxy server**, **Proxy port**, **Transport**).

The screenshot shows the FLYINGVOICE web interface for configuring a SIP account. The top navigation bar includes 'Status', 'Network', 'Wireless', 'SIP Account', 'Phone', and 'Administration'. Below this, there are tabs for 'Line 1' through 'Line 10', 'SIP Settings', 'VoIP QoS', and 'Ring'. The main content area is divided into several sections:

- Basic:** Includes 'Register Status' (set to 'Disable') and 'Line Enable' (set to 'Disable').
- Basic Setup:** Includes 'Line Enable' (set to 'Disable').
- Subscriber Information:** Includes fields for 'Display Name', 'Account', 'Phone Number', and 'Password'.
- Proxy and Registration:** Includes fields for 'Proxy Server', 'Outbound Server', 'Backup Outbound Server', 'Proxy Port' (5060), 'Outbound Port' (5060), 'Backup Outbound Port' (5060), 'Allow DHCP Option 120 to Override SIP Server' (set to 'Disable'), and 'Transport' (set to 'UDP').

On the right side, there is a 'Help' section with the following information:

- Basic:** Set the basic parameters for your VoIP Service Profile by your VoIP Service Profile, Phone Number and Account Details.
- Audio Configuration:** Select the relevant audio profile to match your VoIP Service Profile settings.
- Supplementary Service Subscription:** Call Waiting - This call feature informs the user if there is more call is coming on his line.
- Proxy Port:** Different proxy port number to be configured on each setting when the device is an intercom - i.e. without presence of a SIP server.

3. Click **Save & Apply** to save the configuration.

**Disable the account via the web interface:**

1. Click **SIP Account**->**Line x**, drop down and select Account **Disable**.

# Chapter 3 Call Features

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

## Topics

[Placing Calls](#)

[Answering Calls](#)

[Disabling Call Waiting](#)

[Silencing or Rejecting Incoming Calls](#)

[Ending Calls](#)

[Muting/Unmuting Audio](#)

[Holding and Resuming Calls](#)

[Redirecting Incoming Calls](#)

[Call Waiting](#)

[Transferring Calls](#)

[Conference Calls](#)

[Bluetooth](#)

[USB flash drive recording](#)

## 3.1 Placing Calls

You can use your phone like a regular phone to place calls in many ways easily.

### Topics

[Placing a Call from the Dialer](#)

[Placing Multiple Calls](#)

[Redialing a Number](#)

[Placing a Call from the Call History](#)

[Placing a Call from the Directory](#)



### 3.1.1 Placing a Call from the Dialer

The Dialer enables you to enter a number to place a call, and it displays a list of previously placed calls or contacts in your directory.

You can also select the desired contact from the search list, the placed call list or Directory.

#### Procedure

1. Do one of the following:

- Start typing a phone number.
- Select the desired line key.
- Pick up the handset, press the Speakerphone key  or the HEADSET key .

2. Enter a number or select a contact.

3. Select **Send**.

Error! Use the Home tab to apply 标题 1 to the text that you want to appear here.

---

**Tip:** Your system administrator can enable the live dial-pad feature, which enables your phone to automatically dial out the phone number after some time without selecting **Send**.

### 3.1.2 Placing Multiple Calls

When you are in a call, you can hold your current call and place a new call.

#### Procedure

1. Press **Hold** to place the original call on hold.
2. Press **NewCall**, enter the desired number or select a contact.
3. Select **Send**.

**Tip:** Only one call is active at any time, and other calls are on hold. You can press **Swap** to switch the call.

### 3.1.3 Placing a Call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, missed, or forwarded.

#### Procedure

1. Press **History**.  
*The phone screen displays **All/Missed/Dialled/Received** call records.*
2. Select the desired number, it will make the call automatically.


### 3.1.4 Placing a Call from the Directory

You can place a call to a contact directly from your directory.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact and press the desired number.

### 3.1.5 Placing a Call using the RJ9 headset

Connect the headset, press  to activate the headset mode, enter the number and press the **Send** soft key.

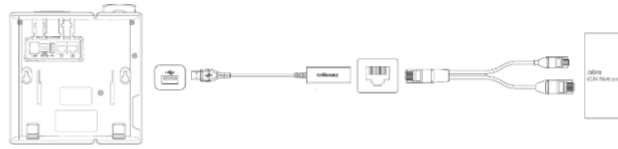
### 3.1.6 Making calls with the DECT headset

1. Connect the DECT headset to the EHS10 adapter: connect one end of the adapter (USB port) to the USB port of the FIP15G Plus phone, and the other end (RJ45 port) to the DECT headset connection cable (Jabra Y type/Plantronics Y type/Sennheiser)

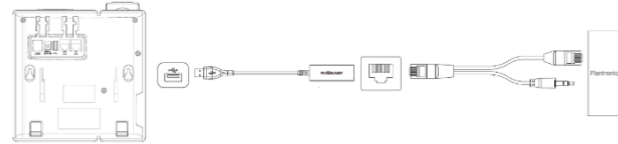


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Connect the IP phone to the Jabra wireless headset



Connect the IP phone to the Plantronics wireless headset



Connect the IP phone to the Sennheiser wireless headset



2. When the connection is complete, the LCD interface will indicate "USB headset connected", then the connection is successful.

3. Pick up and put on the DECT headset, enter the number and press the **Send** key.

**The FIP15G Plus IP phone supports the following headset models**

Brands	Models
Plantronics	CS520
	CS540
Jabra	PRO 920
	PRO 925
	PRO 9460
	PRO 9470
	Motion Office
	Engage 65 Stereo&Mono
Jabra	Engage 75 Convertible
	Engage 75 Stereo&Mono
Sennheiser	SDW5016

### 3.1.7 Answering incoming calls with a Bluetooth headset

After turning on Bluetooth and connecting successfully, enter the number directly and press the **Send** key.

## 3.2 Answering Calls

When you receive a call, you can choose to answer it manually or automatically.

### Topics

[Answering a Call](#)

[Answering a Call When in a Call](#)


[Answering a Call Automatically](#)

## Answering a Call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call. You can choose to answer the incoming call.

### Procedure

1. Do one of the following:

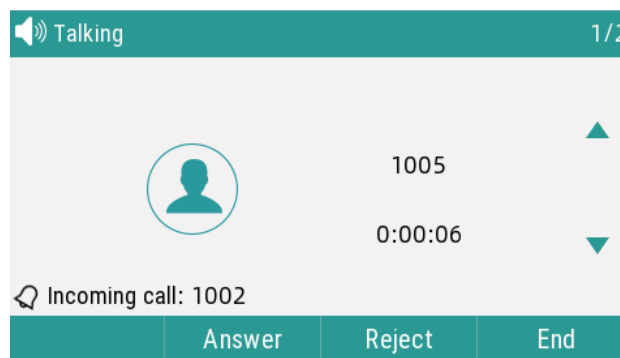
- Pick up the handset.
- Press the Speakerphone key .
- Press the HEADSET key.
- Press **Answer**.

*The call is answered in the speakerphone (hands-free) mode by default.*

## Answering a Call When in a Call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.



### Procedure

1. Select **Answer**.

*The active call is placed on hold, and the incoming call becomes active.*

### Tip:

You can disable the call waiting feature to reject the incoming call automatically during a call.

## Answering a Call Automatically

The auto answer enables you to automatically answer an incoming call in speakerphone (hands-free) mode when your phone is idle.

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---

**Tip:** When you are in an active call and an incoming call arrives on the phone, the incoming call will not be automatically answered even if the auto answer is enabled.

Your system administrator can configure the phone to automatically answer the incoming call after ending all calls.

### Phone Interface

#### Procedure

1. Navigate to **Menu > Features > Auto Answer > Auto Answer Settings**.
2. Enable the **Auto Answer**.
3. Select **OK**.

### Web Interface

#### Procedure

1. Navigate to **Phone-> Preferences-> Miscellaneous->Auto Answer All Phone Number -> Save & apply**

## 3.3 Disabling Call Waiting

If the call waiting feature is disabled, when there is already a call, the new incoming call will be rejected automatically.

#### Procedure

1. Navigate to **Menu > Features > Call Waiting > Call Waiting Settings**.
2. Select **Disable**.
3. Select **OK**.

## 3.4 Silencing or Rejecting Incoming Calls

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

### Rejecting Calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

#### Topics

[Rejecting Calls with DND](#)

[Deactivating DND](#)

### Rejecting Calls with DND

#### Procedure

1. Navigate to **Menu > Features > DND**.
2. Select **Enable** from the DND Status field.

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---

3. Select **OK**.

The DND icon  appears in the status bar.

**Tip:** To activate or deactivate DND quickly, press the DND soft key when the phone is idle.

### Deactivating DND

You can deactivate DND when you are ready to resume receiving calls again.

#### Procedure

1. Navigate to **Menu > Features > DND**.
2. Select **Disable** from the DND Status field.
3. Select **OK**.


The DND icon  disappears from the status bar.

**Tip:** To deactivate DND quickly, press the **DND** soft key when the phone is idle.

## 3.5 Ending Calls

You can end the current call at any time.

#### Procedure

1. Do one of the following:
  - If you are using the handset, press the **Cancel** key or hang up the handset.
  - If you are using the headset, press the **Cancel** key.
  - If you are using the speakerphone, press the **Cancel** key, Speakerphone key .

## 3.6 Muting/Unmuting Audio

When you are in a call, you can mute the audio, so that you can hear the other person, but they cannot hear you.

#### Procedure

1. Press the MUTE key during a call.
2. Press the MUTE key again to unmute the call.

## 3.7 Holding and Resuming Calls

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its sever.

#### Topics

[Holding a Call](#)

[Resuming a Held Call](#)

### Holding a Call

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---

You can place an active call on hold on your phone.

#### Procedure

Press **Hold** during a call.

The other party will be put on hold, and it may hear the music played by its sever.

### Resuming a Held Call

You can view and resume a held call on the phone.

#### Procedure

Press **Resume**.

If multiple calls are placed on hold, select the desired call first.

**Tip:** When you have multiple calls on the phone and the current call is active, you can select **Swap** to swap to the held call.

## 3.8 Redirecting Incoming Calls

When you are not available to answer calls on your phone, you can forward the calls to another phone.

#### Topics

[Forwarding All Incoming Calls to a Contact](#)

[Forwarding All Incoming Calls on All Lines](#)

[Deactivating Call Forward](#)

[Diverting Calls to a Contact](#)

### Forwarding All Incoming Calls to a Contact

You can set up the forwarding type which enables your phone to forward all incoming calls to a contact. There are three types of forwarding:

**Always Forward:** Forwards all incoming calls immediately.

**Busy Forward:** Forwards incoming calls when you are busy in a call.

**No Answer Forward:** Forwards incoming calls when no one answers the calls.

### Forwarding All Incoming Calls on All Lines

You can forward all incoming calls on the phone.

#### Before You Begin

Check with your system administrator if the forward on code or off code is required. If required, get it from your system administrator.

#### Procedure

1. Navigate to **Menu > Features > Call Forward**.
2. Select the desired forwarding type and select **Enable** from the corresponding field.
3. Enter the contact number you want to forward incoming calls to in the **Forward to** field.

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---

4. If you select the **No Answer Forward** option, select the desired ring time to wait before forwarding from the field.
5. Optional: Enter the always/busy/no answer forward on code or off code respectively in the **On Code** or **Off Code** field.
6. Select **OK**.

The call forward icon  appears in the status bar.

## Deactivating Call Forward

You can deactivate call forward when you no longer want to forward your calls.

### Procedure

1. Navigate to **Menu > Features > Call Forward**.
2. Select the desired forwarding type and select **Disable** from the corresponding field.
3. Select **OK**.

## Diverting Calls to a Contact

You can divert all incoming calls from a particular contact to another contact. Auto divert has precedence over call forward.

### Procedure

1. Select **Directory (Dir)** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or All Contacts.
3. Select the desired contact, and select **Detail**.
4. Edit the contact information.
5. Enter a contact's number you want to divert the call to in the Auto Divert field.
6. Select **Save**.

## 3.9 Call Waiting



The call waiting feature can be turned on or off.

If the call waiting feature is enabled, new incoming calls can be answered during a call.

If call waiting is turned off, new calls will be automatically rejected during the call and a busy tone will be indicated.

## Phone interface configuration

### Procedure

1. Press **Menu -> Features -> Call Waiting -> Call Waiting Settings**, click  or  switch key, select **Enable** or **Disable**.
2. Press the **OK** key to save the configuration.

## Web interface configuration

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## Procedure

1. VOIP -> Line x -> Call Waiting, enable it, click **save & apply**.

Call Waiting	Enable ▾	Hotline	<input type="text"/>
Enable MWI	Enable ▾	Voice Mailbox Numbers	*2
MWI Subscribe Enable	Disable ▾	Voice Mail Display	Disable ▾
MWI Subscription Period(Seconds)	<input type="text" value="3600"/>	Outgoing Call Active Password	<input type="text" value="****"/>
Outgoing Call Block Password	<input type="text" value="****"/>		
Emergency Call Num	<input type="text"/>		

## 3.10 Transferring Calls

During a call, you can transfer the call to another contact. You can use one of two ways:

- **Blind Transfer:** Transfer a call directly to the third party without consulting.
- **Attended Transfer (Consultative Transfer):** Transfer a call with prior consulting.

### Topics

[Performing a Blind Transfer](#)

[Performing an Attended Transfer](#)

### Performing a Blind Transfer

You can transfer a call to another contact immediately without consulting with her/him first.

#### Procedure

1. Press **Transfer (Trans)** during a call.
2. Do one of the following:
  - Enter the number or select a contact from the placed call list you want to transfer to.
  - Press **Directory (Dir)**. Select the desired contact from the Directory list.
3. Press TRAN key or BXFER to complete the transfer.

**Tip:** If you are using a handset, the transfer can be completed by hanging up the handset.

Your system administrator can also set your phone to perform attended transfer when using a Transfer key.

### Performing an Attended Transfer

You can transfer a call to another contact after consulting with her/him.

#### Procedure

1. Press **Transfer (Trans)** during a call.
2. Do one of the following:
  - Enter the number or select a contact from the placed call list you want to transfer to.
  - Press **Directory (Dir)**. Select the desired contact from the Directory list.
3. Wait until the third party answers the call, press TRAN key to complete the transfer.

## 3.11 Conference Calls

The phone supports a six-way local conference and multi-way network conference. During the conference, follow these tips:

- Use the handset or a headset if you're in an open environment.
- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

**Tip:** Check with your system administrator to find out if the local conference is enabled on your phone.

### Topics

[Setting Up a Local Conference Call](#)

[Holding or Resuming a Conference Call](#)

[Splitting a Conference Call](#)

[Ending a Conference Call](#)

## Setting Up a Local Conference Call

You can set up a local conference call with up to five contacts.

### Procedure

1. Place a call to the first party.
2. When the first party answers the call, select **Conference (Confnc)** to place a new call. The active call is placed on hold.
3. Dial the second party's number.

You can also select the desired contact from the search list, or select a contact from the placed call list or Directory before you enter the number.

4. Wait until the second party answers the call, press the **Conference (Confnc)** key.
5. At this point, a three-person meeting was generated.

## Holding or Resuming a Conference Call

When you place a conference call on hold, other participants cannot hear each other until you resume the held conference call.

### Procedure

1. Press **Hold** to place the conference on hold.
2. Press **Resume** to resume the held conference call.

## Splitting a Conference Call

You can split the conference call into individual calls. After the split, the conference call ends, and other parties are on hold. Press **Resume** to resume one of the held call or hang up.

### Procedure

1. Select **Split**.



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2. Press the navigation key up or down to select a held call.
3. Press Resume.

## Ending a Conference Call

When you end the conference call, the other parties drop the call.

### Procedure

1. Select **End Call (EndCall)**.

## 3.12 Bluetooth

Support using Bluetooth function to scan Bluetooth devices, connect Bluetooth devices, edit device information, etc. Connect the Bluetooth headset to dial/answer/hang up/redial calls, adjust the volume/mute during the call, etc.

### Topic:

[Turn on Bluetooth](#)

[Connect Bluetooth devices](#)

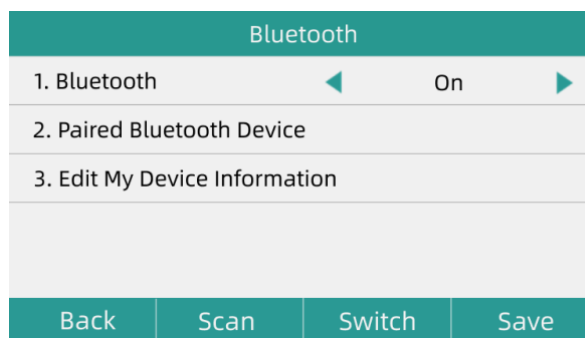
[Splitting a Conference Call](#)


[Ending a Conference Call](#)

## Turn on Bluetooth

### Procedure

1. Press **Menu**->**Basic**->**Bluetooth**, click ◀ or ▶ key, select Bluetooth on, click **Save** key.



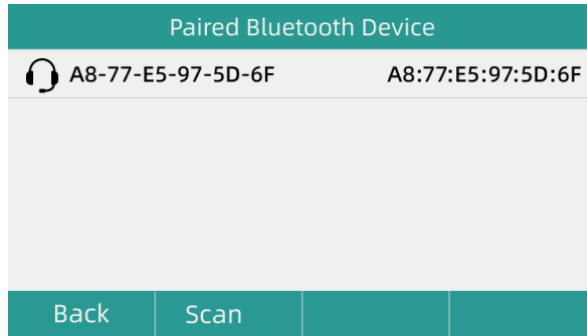
2. After Bluetooth is turned on, the status bar shows the icon .



## Connect Bluetooth devices

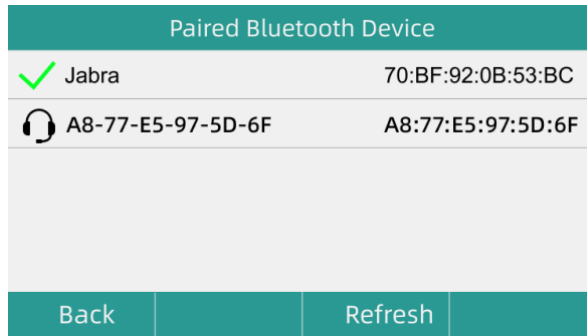
1. After turning on Bluetooth, press **Scan**, the phone can search for nearby Bluetooth devices and display their device name and Mac address.

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2. Press the **Refresh** key to scan for Bluetooth devices again.
  3. When the scan is complete, click on a Bluetooth device you want to connect to in the list to connect, and the screen will appear "Connect...".
  4. After successful connection, the icon  will be displayed in front of the Bluetooth device.
- and the icon will be displayed in the desktop status bar .



## Edit the matched Bluetooth device

1. Press **Menu**->**Basic**->**Bluetooth**->**Matched Bluetooth devices**, the list of matched Bluetooth devices will be displayed, click the Scan key to refresh the search for the current matched Bluetooth devices.
2. If you are currently connected to a matched Bluetooth device, click the icon  on the right, click **disconnect** option to disconnect the Bluetooth device, or click the details option, click the disconnect soft button.
3. If you are not currently connected to a matching Bluetooth device, click the icon  on the right, click **Connect** option to connect to the device, or click the Details option and click the Connect soft button.
4. Press on the details option to view the information of the Bluetooth device and **connect/disconnect** the Bluetooth device.

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5. Press on **Delete** option to remove the Bluetooth device from the matched Bluetooth list.
6. Press on **Delete All option** to delete all the Bluetooth devices from the matched Bluetooth list, and delete the currently connected Bluetooth devices and disconnect Bluetooth devices directly.

## Edit device information

Click **Menu**->**Basic**->**Bluetooth**->**Edit my device information**, display the device name and Mac address, you can edit and modify Device name, Mac address can not be modified, after editing, click **Save** key.

## 3.13 USB Flash Drive Recording

### Topic

[Enable USB flash drive record](#)




[Call recording](#)

[View Recording Files](#)

[Phone setting recording](#)

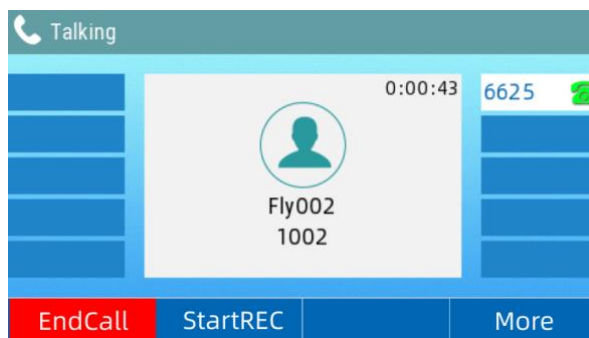
[Web setting recording](#)

### Enable USB Flash Drive Recording

1. Insert the USB flash drive into the USB port of the phone, the status bar shows the icon .
2. Press **Menu**->**Features**->**USB Record**.
3. Press  or  to select USB Record **Enable**.
4. Press the **OK** key.

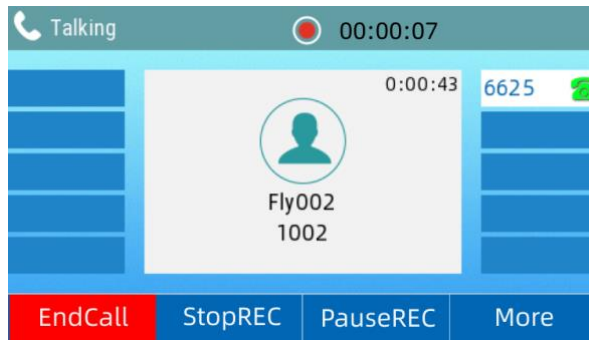
### Call Recording

1. Dial an extension of the other party, press **More**->**Start REC**.



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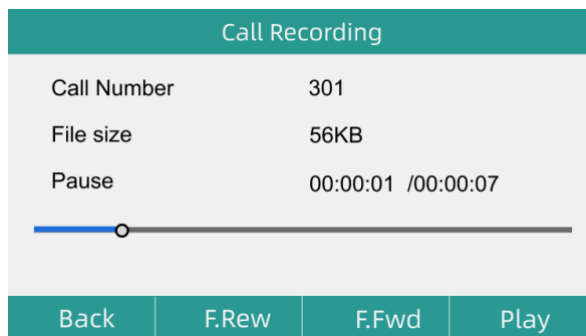
2. When finished with the recording, press the **StopReC** key to Pause the recording.




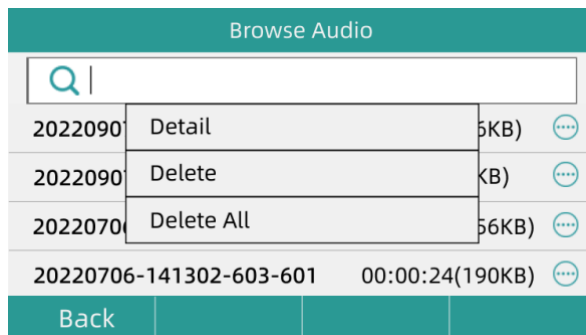
3. During the recording process, you can press the **PauseREC** and **ResumeREC** keys. It also supports stop recording and then start recording again, you can record multiple recordings

## View Recording Files

1. Press **Menu->Features->USB Record->Recording Files**
2. Search for recording files: enter the file name in the search box to find the file
3. Listen to the recording file: press the recording file, press the play key to listen to the recording content, you can also press the **Fast Forward** key, **Fast Rewind** key, drag the screen progress bar to listen to the specified audio area.



4. View recording details: press the icon  to the right of a recording file in the list and press **Details**.



5. Delete a single recording file: press **Delete** in the pop-up box, prompting "Delete selected

Error! Use the Home tab to apply 标题 1 to the text that you want to appear here.

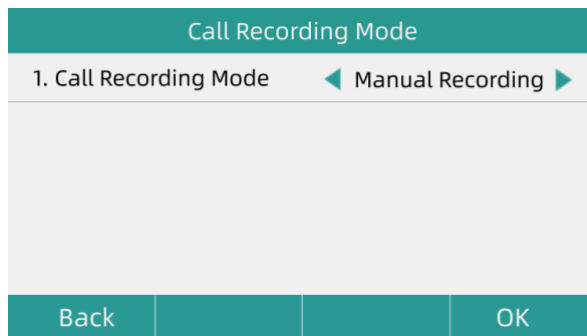
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item?".

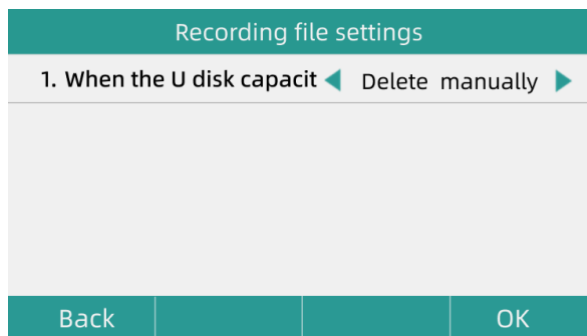
6. Delete all recording file: press **Delete All** in the pop-up box, prompting "Delete All?".

## Recording Settings on the LCD screen

1. Press **Menu**->**Features**-> **USB Record**->**Recording Settings**
2. Press the **Call Recording Mode**, press ◀ or ▶, select the call recording mode **Manual Recording or Automatic Recording** (The default is Manual Recording), press the **OK** key.



3. Press **Recording File Settings**, press ◀ or ▶, select Delete manually or Auto Delete when the U flash drive capacity is full (default is Delete manually), press the **OK** key.



4. You can press **Browse storage space** to view the **Total** space, **Used** space and **Free**(available) space.

## Recording Settings on the Web Interface

1. On your phone, press **Menu**->**Status**, check the IPv4 address of the phone, log into the phone's web interface with it, go to **Phone** -> **Call Recording** page.
2. Modify the recording settings: **Recording query** -> **Recording settings**, drop down and select **Recording mode** as U flash drive recording, you can select the call recording as **Manual recording/Automatic recording**, select the **Recording deletion mode** as manual deletion/automatic deletion, click **save** key.

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**Recording query**

**Recording settings**

Recording mode: SIP INFO (dropdown)      Call recording: Auto recording (dropdown)

Recording deletion mode: Manual deletion (dropdown)

Save

**Help**

**Call Recording:**  
You can record a call, and save the recordings through PBX server or USB flash drive.

**Recording settings:**  
You can select the recording type

3. Search for recording files: **Recording query**->**Recording files**, enter the recording file name in the search box, press the **SCAN** key to retrieve the desired recording file.

**Recording files**

Search box: [ ] SCAN      Bulk deletion      Bulk download

<input type="checkbox"/>	time	Peer number	Native number	Type	Duration	File size	operate
<input type="checkbox"/>	2022-09-21 14:17:43	6625	1002	Outgoing	00:00:01	9KB	🗑️ ⬇️
<input type="checkbox"/>	2022-09-21 14:17:40	6625	1002	Outgoing	00:00:01	12KB	🗑️ ⬇️
<input type="checkbox"/>	2022-09-21 14:15:57	6625	1002	Outgoing	00:00:00	6KB	🗑️ ⬇️

4. Delete recording file: In the **Recording query**->**Recording files** page, select the desired file, click the **delete** icon on the right side of the file list, or click **Bulk deletion** after selecting multiple files, the interface pops up a prompt box, click **OK**.

5. Download recording file: In the **Recording query** -> **recording files** page, click the **download** icon on the right side of the file list or click **Bulk download** after selecting multiple files.

# Chapter 4 Advanced Call Features

You can perform some server-dependent tasks on the phone. Contact your system administrator to find out if your phone supports these advanced call features.

## Topic

[Intercom](#)

[Paging](#)

[Voice Mail](#)

[MWI \(Message Waiting Indicator\)](#)

[Directory](#)

## 4.1 Intercom

The server side configures the account to use the intercom function.

**Tip:** Not all servers support intercom function. To find out more information, please contact your system administrator.

### Configuring Intercom function

The server side configures the account to use the intercom function, and sets up the paging/intercom group number.

#### Procedure:

1. Finish configuring paging on the PBX
2. Then log into the phone's web interface, go to **Phone->Line key** page, **type** select **Intercom**, enter the group number into the value, then click the **Save** button.

The screenshot shows the 'Line Key' configuration page in a web interface. The navigation tabs at the top include Status, Network, Wireless, SIP Account, Phone, and Administration. Under the 'Phone' tab, 'Line Key' is selected. The main content area is titled 'Dsskey' and contains a table with 10 rows, each representing a line key. The 'Line Key2' row is highlighted, showing 'Type' as 'Intercom', 'Line' as 'Line1', 'Value' as '6604', and 'Label' as 'Intercom'. To the right of the table is a 'Help' sidebar with two sections: 'SpeedDial:' and 'EventType:'. The 'SpeedDial:' section explains that this key can be used as a simplified speed dial key. The 'EventType:' section states that the function of a key can be changed according to different needs.

Key	Type	Line	Value	Label	Extension
Line Key1	Line	Line1			
Line Key2	Intercom	Line1	6604	Intercom	
Line Key3	Line	Line3			
Line Key4	Line	Line4			
Line Key5	Line	Line5			
Line Key6	Line	Line6			
Line Key7	Line	Line7			
Line Key8	Line	Line8			
Line Key9	Line	Line9			
Line Key10	Line	Line10			

3. After that, you can press the configured programable key to use the function.

## Using intercom

Intercom supports the following functions:

- Calling intercom account
- Answering intercom calls

### Calling intercom account:

1. When the phone is in standby mode, call the number on the server side that has the intercom function turned on.
2. Press the **EndCall** key to end the intercom call.

### To answer intercom call:

The called party is automatically connected to the call, no need to answer it manually.

## 4.2 Paging

You can use the paging feature to easily and conveniently send time-sensitive announcements to every member of your paging group.

**Tip:** Paging is not supported by all servers. For more information, please contact your system administrator.

## Configuring Paging function

The server side configures the account to use the paging function, and sets up the paging/intercom group number.

### Procedure:

1. Finish configuring paging on the PBX
2. Then log into the phone's web interface, go to **Phone->Line key** page, **type** select **Paging**, enter the group number into the value, then click the **Save** button.

The screenshot shows the 'Line Key' configuration page in a web interface. The navigation tabs at the top include Status, Network, Wireless, SIP Account, Phone (selected), and Administration. Under the Phone tab, there are sub-tabs: Preferences, Programmable Key, Line Key (selected), Dial Rule, Phone Book, Call Log, Action URL, Web Dial, and M. The main content area is titled 'Dsskey' and contains a table with the following columns: Key, Type, Line, Value, Label, and Extension. The table has 10 rows, one for each Line Key (Line Key1 to Line Key10). Line Key2 is configured with Type 'Paging', Line 'Line3', Value '6604', and Label 'Paging'. The other Line Keys are configured with Type 'Line' and their respective Line numbers (Line1 to Line10). The Value and Label fields are empty for the other Line Keys. The Extension field is empty for all Line Keys.

Key	Type	Line	Value	Label	Extension
Line Key1	Line	Line1			
Line Key2	Paging	Line3	6604	Paging	
Line Key3	Line	Line3			
Line Key4	Line	Line4			
Line Key5	Line	Line5			
Line Key6	Line	Line6			
Line Key7	Line	Line7			
Line Key8	Line	Line8			
Line Key9	Line	Line9			
Line Key10	Line	Line10			

3. After that, you can press the configured programable key to use the function.



## Using Paging

Paging supports the following functions.

- Calling paging account
- Answering paging calls

### Calling paging account :

1. When the phone is in standby status, call the paging number on the server side that has the paging function enabled.
2. Click the **Speakerphone key** key again or press **ENDCall** Paging call.

### To answer a paging call :

1. When there is a paging call, you can press the **Speakerphone Key** or take off the phone to answer it.
2. Press the **Speakerphone key** again or click the **ENDCall** key to end the paging call.

## 4.3 Voice Mail

Voice Mail feature allows you to leave voice messages for someone or listen to your voice mail messages on your IP phones.

This feature is set up on the server-side and not all servers support this feature.

### Topics

[Leaving Voice Mails](#)

[Listening to Voice Mails](#)

### Leaving Voice Mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

#### Procedure

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

### Listening to Voice Mails

You can listen to your voice mails on the phone, to obtain voice information sent by a contact.

#### Before You Begin

You need to set the voice mail code in advance.

#### Procedure

1. Navigate to **Menu > Message > Voice Mail**.

The phone screen displays the amount of new and old voice mails.

2. Select an account, and then select **Connect**.
3. Follow the voice prompt to listen to your voice mails.

**Tip:** When the phone prompts that the phone receives a new voice mail, you can press the **Connect** soft key to dial out the voice mail access code directly.

## 4.4 MWI (Message Waiting Indicator)

When a voice message is received, the phone will prompt messages, the voice message icons appear on the LCD interface, and the power indicator slowly flashes red. When all voice messages are checked or deleted, the voice icon disappears and the power indicator turns off.

**Tip:** Not all servers support the MWI function. For more information, please consult your system administrator.

Option	Description
<b>MWI Enabled</b>	Enable or disable MWI service
<b>MWI Subscription Enabled</b>	Before the MWI subscription cycle expires, the phone resends the MWI subscription request.

**Tip:** The type of MWI subscription service used by the phone (account-based or voice-message number-based) depends on the server selected. For more information, please consult your system administrator.

### Procedure

To set up MWI enable via the web interface.

1. Click **SIP Account** -> **Line x** -> Supplementary Services.
2. Enable MWI -> Select **Enable** (Enabled by default).
3. MWI subscription enable -> select **Enable**.
4. Click **Save & Apply** the save operation.

**Supplementary Services**

Call Waiting	Enable ▼	Hotline	<input type="text"/>
Enable MWI	Enable ▼	Voice Mailbox Numbers	*2
MWI Subscribe Enable	Enable ▼	Voice Mail Display	Disable ▼
MWI Subscription Period(Seconds)	<input type="text" value="3600"/>	Outgoing Call Active Password	<input type="text" value="****"/>
Outgoing Call Block Password	<input type="text" value="****"/>	Feature Key Synchronization	Disable ▼
Emergency Call Num	<input type="text"/>		
Transfer on Conference Hang up	Disable ▼		

## 4.5 Directory

The phone provides several types of phone directories, which can be customized by your system administrator.

### Topics

[Local Contacts](#)

[Blacklist](#)

### Local Contacts

You can store up to 2000 contacts in your local directory, you can search, add, edit and delete

a contact.

### Topics

[Managing the Local Directory Groups](#)

[Managing the Local Directory Contacts](#)

[Moving a Local Directory Contact to Blacklist](#)

[Searching for Contacts](#)

## Managing the Local Directory Groups

You can manage the Local Directory groups when the phone is idle.

### Topics

[Adding Contact Groups](#)

[Editing Contact Groups](#)

[Deleting Contact Groups](#)

### Adding Contact Groups

To organize your contacts and make them easier to find, you can add additional groups in the Local Directory.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select **AddGrp**.
3. Enter the desired group name and select **Ring Type**.
4. Select **Save**.

### Editing Contact Groups

You can change or add the group's information.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired group.
3. Select **Option > Detail**.
4. Edit the group information.
5. Select **Save**.

### Deleting Contact Groups

When you delete a contact group, the contacts in the group will not be deleted. You can view the contacts in **All Contacts** list.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired group.
3. Select **Option > Delete**.

*The phone prompts you whether to delete the group.*

4. Select **OK**.

## Managing the Local Directory Contacts

You can manage the Local Directory contacts when the phone is idle.

### Topics

[Adding Contacts](#)

[Viewing Contacts](#)

[Editing Contacts](#)

[Deleting a Contact](#)

[Deleting All Contacts](#)

## Adding Contacts

When you add a contact to your Local Directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Select **Add**.
4. Enter your contact's information.
5. Select the desired account from the **Account** field.
6. Select **Save**.

## Viewing Contacts

You can view the local contacts from the Local Directory on your phone.

### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.

*The contact names are displayed in alphabetical order.*

## Editing Contacts

You can update your contacts' information.

### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Detail**.
4. Edit the contact information.
5. Select **Save**.

## Deleting a Contact

You can delete any contact from the Local Directory.

### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.

3. Click on the right side of the list-**more**, and select **Delete**.

**Tip:** The phone prompts you whether to delete the contact.

4. Select **OK**.

### Deleting All Contacts

You can delete all contacts from the Local Directory.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Select **Option > Delete All**.

*The phone prompts you whether to delete all contacts.*

4. Select **OK**.

### Moving a Local Directory Contact to Blacklist

You can move a contact in the Local Directory to blacklist. Incoming calls from this contact will be rejected automatically.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Select the desired contact, and select **Add to Blacklist**.

*The phone prompts you whether to move to the blacklist.*

4. Select **OK**.

### Searching for Contacts

In the Local Directory, you can enter search criteria to find your desired contact quickly.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory > Local Contacts**.
2. Select **Search**.
3. Enter your search criteria in the search field.

## Blacklist

Incoming calls from the Blacklist are rejected automatically.

#### Topics

[Adding a Blacklist Contact](#)

[Viewing Blacklist Contacts](#)

[Editing a Blacklist Contact](#)

[Deleting Blacklist Contacts](#)

[Moving a Blacklist Contact to the Local Directory](#)

### Adding a Blacklist Contact

You can add a blacklist contact on the phone to prevent someone from calling you.

### Procedure

1. Navigate to **Menu > Directory > Blacklist**.
2. Select **Add**.
3. Enter the blacklist contact's information.
4. Select **Save**.

### Viewing Blacklist Contacts

You can view the blacklist contacts from the Blacklist on your phone.

### Procedure

1. Navigate to **Menu > Directory > Blacklist**.

### Editing a Blacklist Contact

You can update your blacklist contacts' information.

### Procedure

1. Navigate to **Menu > Directory > Blacklist**.
2. Select the desired blacklist contact, and select **Detail**.
3. Edit the blacklist contact information.
4. Select **Save**.

### Deleting Blacklist Contacts

You can delete one or all blacklist contacts. If a contact is removed from the blacklist, you can answer the call from the contact normally.

### Topics

[Deleting a Blacklist Contact](#)

[Deleting All Blacklist Contacts](#)

### Deleting a Blacklist Contact

If you want to answer a call from a specific contact, you need to remove it from the Blacklist.

### Procedure

1. Navigate to **Menu > Directory > Blacklist**.
2. Select the desired blacklist contact.
3. Select **Delete**.

*The phone prompts you Delete selected item.*

4. Select **OK**.

### Deleting All Blacklist Contacts

You can delete all contacts from the Blacklist when you are ready to answer calls from them again.

### Procedure

1. Navigate to **Menu > Directory > Blacklist**.
2. Select the desired blacklist contact, select **Delete All**.

*The phone prompts you whether to delete all contacts.*

3. Select **OK**.

### Moving a Blacklist Contact to the Local Directory

You can move a blacklist contact to a Local Directory. Incoming calls from this contact will not be rejected automatically.

#### Procedure

1. Navigate to **Menu > Directory > Blacklist**.
2. Select the desired contact, and then select **Add to Contact list**.  
*The phone prompts you whether to move to contact.*
3. Select **OK**.

## 4.6 Call History

The call history list includes Missed Calls, Placed Calls, Received Calls and Forwarded Calls, and each list holds 60 entries.

#### Topics

[Viewing History Records](#)

[Saving a History Record to Local Directory](#)

[Saving a History Record to Blacklist](#)

[Deleting History Records](#)

### Viewing History Records

The history record saves the call information such as the caller's name and number, local line and call duration.

#### Procedure

1. Press **History**.
2. Select the desired list.
3. Select the desired entry.
4. Select **Detail**.

### Saving a History Record to Local Directory

To identify someone's call the next time, you can save a history record to the Local Directory.

#### Procedure

1. Select **History**.
2. Select the desired list.
3. Select the desired entry, and select **Add to Contacts**.
4. Edit the contact information.
5. Select **OK**.

### Saving a History Record to Blacklist

You can prevent someone from calling you again by saving a history record to Blacklist.

#### **Procedure**

1. Select **History**.
2. Select the desired list.
3. Select the desired entry, and select **Add to Blacklist**.
4. Edit the contact information.
5. Select **OK**.

## **Deleting History Records**

You can delete one or all call records from the call history list.

#### **Topics**

[Deleting a Call Record](#)

[Deleting All Call Records](#)

### **Deleting a Call Record**

You can delete any call record from the call history list.

#### **Procedure**

1. Press **History**.
2. Select the desired list.
3. Select the desired entry, and select **Delete**.

### **Deleting All Call Records**

You can delete all call records from the call history list.

#### **Procedure**

1. Press **History**.
2. Select the desired list.
3. Select the desired entry, and select **Delete All**.

*The phone prompts you whether to delete all the records.*

4. Select **OK**.



# Chapter 5 Customizing Your Phone

You can make your phone more personalized by customizing various settings.

## Topics

[Basic Setting](#)

[Audio Settings](#)

## 5.1 Basic Setting

### Topics

[Backlight](#)

[Language](#)

[Time & Date](#)

[Changing the Administrator Password](#)

[Call Immediately key](#)

[Phone lock](#)

### Backlight

You can change the brightness of the phone screen during phone activity and inactivity. The brightness automatically changes after the phone has been idle for a specified time.

You can change the screen backlight and time in the following settings:

#### Brightness:

Navigate to **Menu > Basic > Display > Backlight**, click **+/- key** to select Current screen brightness and idle backlight brightness.

- **You can select: 1、2、3、4、5、6、7**

#### Activation time:

The delay time to change the brightness of the phone screen when the phone is inactive. Backlight time includes the following settings:

- **Always On:** Backlight is on permanently.
- **15s, 30s, 1min, 2min, 5min, 10min or 30min:** Backlight is changed when the phone is inactive after the designated time.

#### Procedure

1. Navigate to **Menu > Basic > Display > Backlight**
2. Select the desired time from the **Backlight** field.
3. Select **OK**.

**Backlight Brightness:** When the phone is active, the screen brightness can be adjusted in 7 levels. When the phone is in Idle, the screen brightness can be adjusted in 8 levels.

#### Procedure

1. Navigate to **Menu > Basic > Display > Active Level** or **Backlight Idle Intensity**.
2. Select the desired level from the corresponding field.

3. Select **OK**.

## Language

Your phone supports several languages that you can choose to use on the phone. Contact your system administrator to find out exactly which languages are supported on your phone.

### Procedure

1. Navigate to **Menu > Basic > Language**.
2. Select the desired language.
3. Select **OK**.

*The phone language is changed to the selected one.*

## Time & Date

You can set the time and date manually. The time and date formats are also variable.

### Topics

[Setting the Time and Date Manually](#)

[Changing the Time and Date Format](#)

### Setting the Time and Date Manually

If your phone cannot obtain the time and date automatically, you can set it manually.

#### Procedure

1. Navigate to **Menu > Basic > Time & Date > General**.
2. Select the Manual from the General field.
3. Edit the date and time.
4. Select **OK**.

*The time and date set on the phone will be changed accordingly.*

### Changing the Time and Date Format

You can set the phone to display the time in 12-hour format or 24-hour format.

#### Procedure

1. Navigate to **Menu > Basic > Time & Date > Time Format**.
2. Select the desired time format.
3. Select **OK**.

## Changing the Administrator Password

By default, you need input administrator password to access the **Advanced** setting menu. The default password is "admin". For security reasons, you should change the default password as soon as possible.

### Procedure

1. Navigate to **Menu > Advanced > Change Password**.

**Error! Use the Home tab to apply 标题 1 to the text that you want to appear here.**

2. Select **Menu Password** Enter your old and new password information.
3. Select **OK**.

## Call Immediately key

You can set the "#" key or the "\*" key as the call Immediately key, the default is the "#" key.

Setting via phone web

### Procedure

1. **Phone-> Preferences-> Miscellaneous.**
2. Select "#" or "\*", click **Save & Apply**.

**Miscellaneous**

Auto Answer All Phone Number	Disable ▾	Auto Answer by Callinfo	Disable ▾
Auto Answer Delay Time	0	Auto Answer Specify Phone Number	
Dial Time Out (IDT)	5	<b>Call Immediately Key</b>	# ▾
Auto On-hook Mode	Enable ▾	Preferred Audio Device	Enable ▾
ICMP Ping	Enable ▾	Enable Escaped Char	Disable ▾
Backlight Time(seconds)	15 ▾	Phone Lock	Disable ▾
Phone lock password (1-15 digits)	.....	Phone lock timeout (s)	10
Hook Disable	Disable ▾		
Call Display	Name+Number ▾		
Voice Message Prompt Tone	Enable ▾		

## Phone lock

To set the keypad lock locally via the phone.

1. Press **Menu->Basic->Phone Lock**.
2. Select the Phone Lock on or off by press ◀ or ▶.
3. Fill in the **keyboard lock time** (unit: seconds).
4. Click **Set Password**, fill in the new password, confirm again and press **OK**.

**Tip:** If the two password input is same, it will prompt "password change successfully", else it will prompt "two password input inconsistent", you need to input password again.

6. After that, the LCD will be locked after the screen is turned off, click the **Unlock**, enter password and click **OK** to unlock the screen.

## 5.2 Audio Settings

You can change the basic audio settings on your phone.

### Topics

[Adjusting the Volume](#)

[Setting the Ring Tone](#)

### Adjusting the Volume

You can adjust the volume of the ringer, media, and the audio during a call.

#### Procedure

1. Press the **Volume** key to adjust the volume.

## Setting the Ring Tone

You can set distinctive ring tones for groups or contacts in your Local Directory so that you can identify the caller when your phone rings.

The ring tones are used according to this priority: Contact ring tone>Group ring tone>Account ring tone >Phone ring tone.

#### Topics

[Setting a Ring Tone for the Phone](#)

[Setting a Ring Tone for a Group](#)

[Setting a Ring Tone for a Contact](#)

### Setting a Ring Tone for the Phone

You can choose a ring tone for all incoming calls.

#### Procedure

1. Navigate to **Menu > Basic> Ring >Ring Type**.
2. Select the desired ring tone.
3. Select **OK**.

### Setting a Ring Tone for a Group

You can select a unique ring tone for various groups in your Local Directory.

**Tip:** You can only set a ring tone for a group that is added manually.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory> Local Contacts**.
2. Select the desired group.
3. Select **Detail**.
4. Select the desired ring tone from the **Ring Type** field.

*If a specific ring tone is selected, this group uses the ring tone according to the priority: Contact ring tone>Group ring tone.*

5. Select **Save**.

### Setting a Ring Tone for a Contact

You can select a unique ring tone for various contacts in your Local Directory. This helps you quickly identify callers according to the ring tones.

#### Procedure

1. Select **Directory** or navigate to **Menu > Directory> Local Contacts**.
2. Select the desired contact group or **All Contacts**.
3. Choose the desired contact, and select **Detail**.
4. Select the desired ring tone from the **Ring Type** field.
5. Select **Save**.

# Chapter 6 Maintaining Your Phone

When your phone is unable to operate properly, you need to investigate or troubleshoot issues along with other tasks your system administrator may ask you to perform.

## Topics

[Rebooting Your Phone](#)

[Resetting to Factory Settings](#)

## 6.1 Rebooting Your Phone

The improper operation may cause malfunction. If the malfunction occurs, your system administrator may ask you to reboot your phone.

### Procedure

1. Navigate to **Menu > Basic > Reboot**.

*The phone prompts you whether to reboot the phone.*

2. Select **OK**.

**Tip:** You can also long press the Cancel key on the keypad when the phone is idle to reboot the phone.

## 6.2 Resetting to Factory Settings

When some issues occur on your phone and you have tried all troubleshooting suggestions but still do not solve the problem, you can reset your phone to factory configurations.

This operation will delete all your personal configuration settings, and reset all settings to the factory defaults. Check with your system administrator if the personalized settings are kept before resetting your phone to factory settings.

### Procedure

1. Navigate to **Menu > Advanced** (default password: admin) > **Reset to Factory Settings**.
2. Select **Reset to Factory Settings**.

*The phone prompts you whether to reset the setting.*

3. Select **OK**.

*The phone begins resetting.*

**Tip:** Reset of your phone may take a few minutes. Do not power off until the phone has started up successfully.