

IP580 Buttons & Controls (applicable for IP500 and S300X)

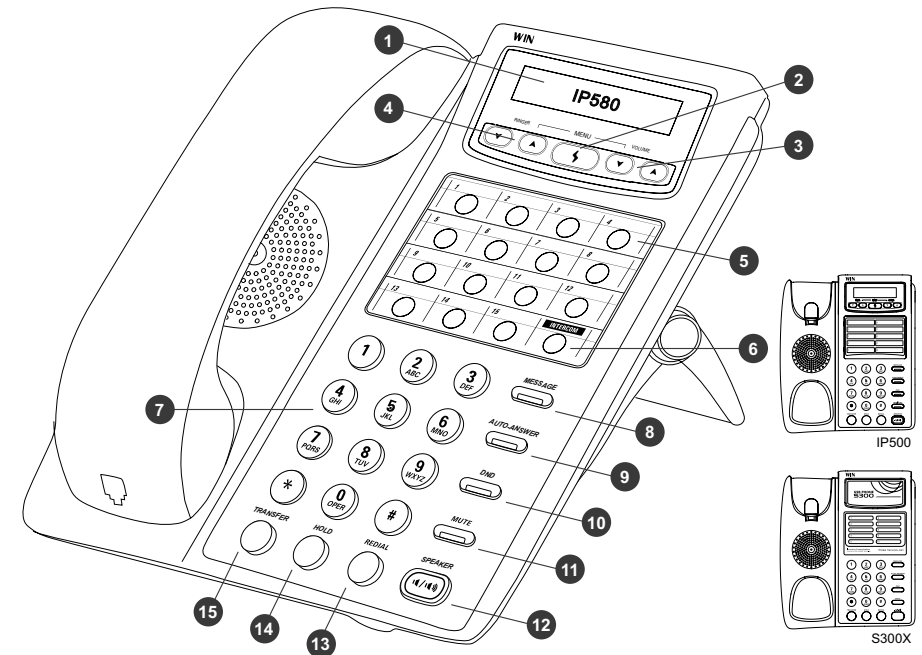
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|----|----------------------|---|--|
| 1 | LCD display | Displays information such as extension number, name, current time, call status, caller ID, number of new messages, number of missed calls and other settings. | |
| 2 | Menu keys | <ul style="list-style-type: none"> Press to access call history mode, and then press or to select missed calls, received calls, or dialed calls. Press again to display the further details of call status. Press and hold for 3 seconds to access setup mode. In setup mode, press to edit or save settings, or press or to scroll through setting items. | |
| 3 | Volume buttons | Increases or decreases the volume of handset, headset, or speakerphone. | |
| 4 | Ringer buttons | Increases or decreases the ringer volume. | |
| 5 | Programmable buttons | Can be programmed as CO line, CO group, extension, extension group or other functions such as conference, page, park, login or logout. When defined as CO lines or extensions, the LED displays different colors to indicate different status: [No light] → The line is available to use. [Steady green] → The line is in use (off-hook or busy). [Flashing amber] → The line is on hold. [Flashing red] → The line is ringing. The programmable buttons can be configured through InterClient's Button Mapping. | |
| 6 | Intercom | When the Intercom Button flashes, it indicates an incoming call from another extension. You can also directly press the Intercom Button to place internal calls. | |
| 7 | Key pad | Same as on traditional phones. | |
| 8 | Message button | When the Message Button light is on, it indicates that you have new messages. Press Message Button to access Voice Mailbox. | |
| 9 | Auto- Answer button | When selected, the phone answers calls automatically. | |
| 10 | DND button | Press DND to activate Do-Not-Disturb function. Callers will be forwarded to your Ring-No-Answer setting. | |
| 11 | Mute button | During a conversation, press Mute Button to turn off your microphone. The caller will not hear your voice. | |
| 12 | Speakerphone button | To receive or make calls without using the handset. (On IP500 and S300X, it is handsfree dialing.) | |
| 13 | Redial button | Press to redial the last external number you dialed. | |
| 14 | Hold button | Press to hold a call, or press again to retrieve the call. | |
| 15 | Transfer | During a call, press to transfer a call to another extension. Or press again to retrieve the call. | |

IP500 Buttons & Controls (applicable for S300X)

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|----|-------------------|--|--|
| 5 | Phone Book | Uses as a record of personal phone book. | |
| 9 | Conference Button | Press to initiate a conference call with parties who are on hold. | |
| 11 | Rec/Play Button | During a call, press Rec/Play Button to record the call. When on-hook, press Rec/Play Button to play recordings. | |

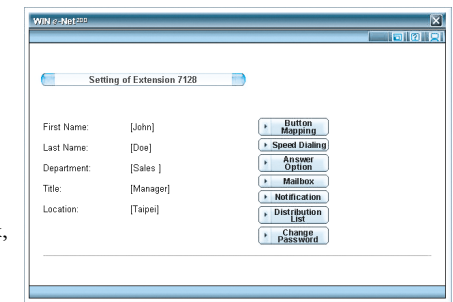
Telephone Reference Guide

Please refer to the diagram below for tips and configuration.



InterClient

1. Enter the InterServer IP address on the web browser. Once the page is accessed, click on User Login icon to access InterClient. Or launch the InterClient Utility program and input the InterServer IP address. (Please consult your administrator for InterServer IP address.)
2. Enter your extension number under Extension No. item.
3. Under Password, enter your password. (The default password is blank.)
4. A list of available features such as Button Mapping, Speed Dial, Answer Option, Mailbox, Notification, Distribution List and Change Password will be available.



Features

During a call, if you want to activate a function, please press the Transfer button first and then enter the function code. For example, if you want to initiate a conference call, please put all the members on hold. Then press the Transfer button and #40.

| Functions | Function Code + Designated No. | Description |
|-------------------------|--|--|
| Call Pickup CO Line | #10 | To answer the least recent incoming call ringing on the system. |
| Call Pickup Directed | #11 + Extension No. | To answer a call ringing at another extension. |
| Call Pickup Group | Group Call Pickup Code | To answer a call ringing at another extension in your call pickup group. (Please consult your administrator for Extension Group Call Pickup Code.) |
| Call Hold | Hold or #12 (on analog phone) | Place a call on hold by pressing Hold or #12. Press the button again to retrieve the call. |
| Call Hold Retrieve CO | #13 + CO Line Extension No. | To retrieve an incoming call placed on hold. (You should be able to see the CO line extension number for using this function.) If this CO line is set on the programmable key, you can directly press the flashing button to retrieve the incoming call. |
| Call Waiting | Hold or Hook (on analog phone) | Users can place the current call on Hold and answer another incoming call. Press Hold button again to retrieve the previous call on Hold. (Please enable Call Waiting function.) |
| Call Hold Retrieve Ext. | #14 + Extension No. | To retrieve an internal call placed on hold. If this extension number is set on the programmable key, you can directly press the flashing button to retrieve the call. |
| Call Park | Transfer + #15 + slot number (0~9) | To park a call to a specific slot. To retrieve, press #15 and the specific slot number. |
| DND Set | #17 + 1 (enable DND) #17 + 0 (disable DND) | Enable or disable Do-Not-Disturb function. |
| System Speed Dial | #20 + System Speed Dial Number (00-49) | To dial a number defined on the System Speed Dial Number. |
| Personal Speed Dial | #21 + Personal Speed Dial Number (00-49) | To dial a number defined on the Personal Speed Dial Number. |
| Retrieve Message | Message button or ## | To access mailbox |
| Member Login | #35 + Extension Group No. | Login to be one of the members in the extension group. |
| Member Logoff | #36 + Extension Group No. | Logout from the extension group. |
| Ask Member Login | #37 + Extension Group No. | Check the login status of the extension group. Hearing a dial tone means you are logged-in successfully and a busy tone means not logged-in. |
| Internal Paging | #38 + Extension No. or Extension Group No. | Broadcast through the extension or the extension group. |
| External Paging | The External Paging Code of a Specific Voice Gateway | Broadcast through an external amplifier connected to Voice Gateway. Please consult your administrator for the external paging code. |
| Conference | Transfer + #40 | Start Conference with callers placed on hold. |

Voice Mail System

- Press "Message" button to access voice mail. (On analog phones, please press ##.)
- Enter the password and press "#" key. (The default password is blank.)
- The system will announce the number of messages left in the voice mail. By following the voice guidance, press 1 to play new messages, 2 to play old messages, 3 to send messages or 4 to set the preferred personal options. Press * to go back to the previous option or # to go back to the main menu.

1 Review New Messages

1 Replay 2 Save & Next 3 Delete

4 Envelope Info 5 Forward 6 Reply

7 Rewind 9 Fast Forward

* Skip # Main Menu

3 Send A Message

1 To a Mailbox

2 To a Distribution List

4 Set Personal Options

1 Record Your Greetings

1 Ring-No-Answer Greeting

2 Busy Greeting

3 Your Name

2 Edit Notification Function

1 Internal Notification

2 External Notification

1 Phone and Pager Notification

2 Urgent Messages Notification

3 External Notification Schedule

4 Personal Notification Schedule

3 Conference Telephone No.

3 Set Mailbox Preferences

1 Mailbox Password

2 Message Copy Target

3 Message Play Order

4 Mailbox Language

5 Time Stamp

4 Modify Your Distribution List

1 Review Distribution List

2 Edit Members

3 Remove All Members

Store on Demand Function

- On IP580 or SoftPhone, press the programmable key assigned in Button Mapping as the Play function to play recordings. For IP500, simply press the REC/ PLAY button.
- Enter the password followed by the "#" key. (The default password is blank.)
- Follow the voice prompts and press 1 to play the latest recording, 2 to search by Time and Date or press # to go to the previous option.

1 Play the Last

2 Search by Date/Time

Enter the Date (A.D. YYMMDD)

Enter the Time (24 Hours Format HHMM)

1 Play the Previous Recording

2 Play the Next Recording

3 Replay

* Return to the Previous Option

Return to the Extension Option

Note: Your phone conversation can only be recorded when you are on the Store on Demand list. Please consult your administrator for the authorization of recording.