

IP580 Buttons & Controls (applicable for IP500 and S300X)

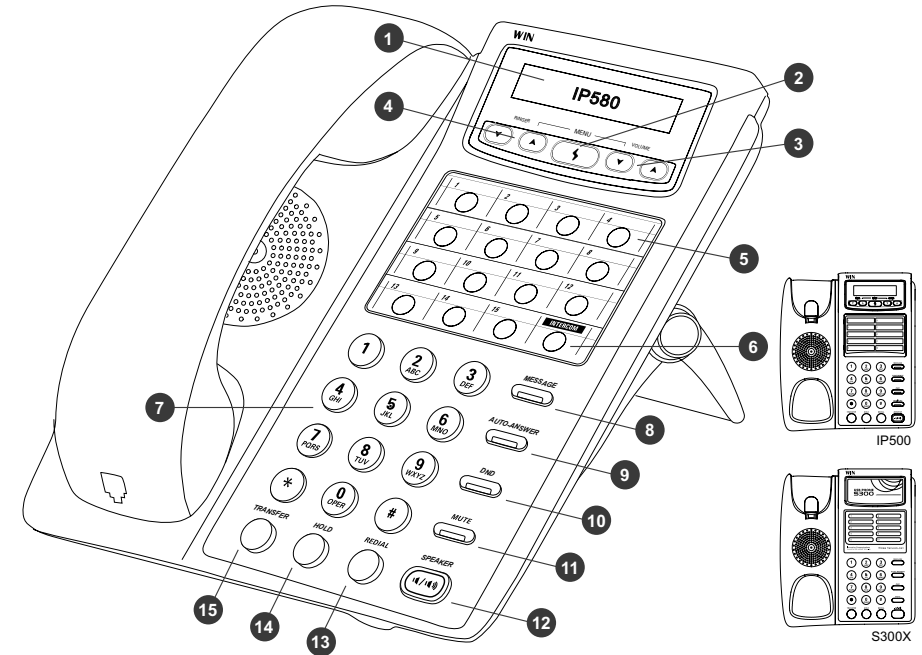
1	LCD display	Displays information such as extension number, name, current time, call status, caller ID, number of new messages, number of missed calls and other settings.	
2	Menu keys	<ul style="list-style-type: none"> <li>Press  to access call history mode, and then press  or  to select missed calls, received calls, or dialed calls. Press  again to display the further details of call status.</li> <li>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.</li> </ul>	
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.	

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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.	

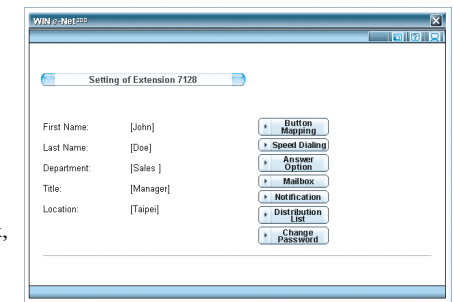
# Telephone Reference Guide

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      4 Envelope Info      7 Rewind      \* Skip

**2 Review Old Messages**

2 Save & Next      5 Forward      6 Reply      9 Fast Forward      # Main Menu

**3 Send A Message**

1 To a Mailbox      2 To a Distribution List

**4 Set Personal Options**

1 Record Your Greetings	2 Edit Notification Function	3 Set Mailbox Preferences	4 Modify Your Distribution List
1 Ring-No-Answer Greeting	1 Internal Notification	1 Mailbox Password	1 Review Distribution List
2 Busy Greeting	2 External Notification	2 Message Copy Target	2 Edit Members
3 Your Name	1 Phone and Pager Notification	3 Message Play Order	3 Remove All Members
	2 Urgent Messages Notification	4 Mailbox Language	
	3 External Notification Schedule	5 Time Stamp	
	4 Personal Notification Schedule		
	3 Conference Telephone No.		

## 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	* Return to the Previous Option
2 Play the Next Recording	# Return to the Extension Option
3 Replay	

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.