Enterprise IP Solutions OfficeServ WIP Phone

WIP-5000M User Guide

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Please read this guide before using the WIP-5000M phone, and follow the instructions to use the the WIP-5000M phone safely and correctly.

This guide may be changed for the product improvement, standardization and other technical reasons without prior notice.

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SAFETY CONECRNS

This is a user's guide for the users of the WIP-5000M Phone. For product safety and correct operation, the following information must be given to the operator/user and shall be read before the installation and operation of WIP-5000M Phone.

Symbols

	Caution Indication of a general caution
	Restriction Indication for prohibiting an action for a product
	Instruction

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Indication for commanding a specifically required action

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WARNING

Do not put instruments that contain water such as vases, cups, cosmetics, and medicines, or small metals near the phone.

Moisture in the phone can cause a fire and electric shocks.

Do not install the phone on an unstable place or near the direct rays of sunlight.

It may cause severe damage to the parts of the digital phone, and your phone may not work properly.

Do not place the phone in a dusty area or in fluctuating temperature environments.

It may cause a fire or electric shocks.

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Do not install the phone near a heater(cigarette lighter, heating apparatus, etc.).

It may cause a fire or electric shocks.

Do not use inflammable solvent or material near the phone. Do not store them near the phone.

It may cause a fire or electric shocks.

If the phone makes(horrible) noise, bad smell, or smoke, immediately call the Service Center.

It may cause a fire or electric shocks.

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CAUTION

Use a soft dry cloth to clean the phone.
Do not use any chemical solvents like wax, benzene, alcohol, thinner, mosquito spray, aerosol, lubricant, or detergent.

The use of chemicals on the phone may cause fading/discoloring or damage to the parts.

Do not place heavy things on the phone.

It may cause damage to the parts.

Do not separate, repair nor remodel the phone arbitrarily.

If a repair is needed, please contact where the phone was purchased or call the Service Center.

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ABOUT THIS GUIDE

This user guide provides instructions for the use of Samsung's latest WIP-5000M wireless IP phone Mobile type that can be used in connection with the Samsung's Enterprise IP Solutions OfficeServ System.

Please take the time to study this guide to become familiar with the operation of your WIP- 5000M and the benefits this new phone can provide. Keep this guide handy. You may need to look up instructions for infrequently used features.

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Conventions

WARNING

Indicates a potentially hazardous situation, which if not avoided, could result in serious injury or major damage to your WIP-5000M phone.

CAUTION

Indicates a potentially hazardous situation, which if not avoided, may result in injury or damage to your WIP-5000M phone. It may also be used to alert against unsafe practices.

NOTE

Indicates additional information for reference.

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PREPATATION

Introduction to the WIP-5000M

The WIP-5000M(Wireless IP-Phone Mobile type) is the wireless mobile phone that allows a voice communication through IEEE 802.11b wireless LAN. As the wireless IP phone, the voice data is compressed into a packet form(Voice over WLAN) to satisfy the wireless LAN specifications and the data is transferred/received through IP network. When moving between Access Points(WBS24), as well as between the data terminals like laptop computers with wireless LAN card, the handover function is supplied.

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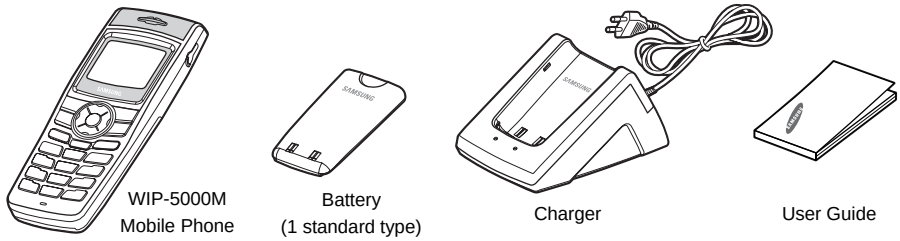
Checking the Parts in the Package

After purchasing the WIP-5000M phone, you have to check that the following items have been packed in the box.



WIP-5000M Mobile Phone

Battery (1 standard type)

Charger

User Guide

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Speaker

Button Descriptions

Button Names	Features
[ ]	Used when calling or receiving an outside trunk call/when transferring a call

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Button Names	Features
[HOLD]	Used when holing a call
[CONF]	Used when making a conference
[*/]	Used when applying the etiquette mode
[0]~[9]	Used when dialing or entering characters
[#/]	Used when applying the automatic key lock
[ ]	Used when turning the power on/off or when returning to the initial screen

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Icon Descriptions on the Screen

Icon	Features
	This indicates the signal intensity. : weak signal : strong signal
	This turns on when the service is not available.
	Blinks when trying to make a call and turns on when a call is connected.
	The status that indicates an alarm is set.
	When a message is received.
	Etiquette function or vibration function is enabled.
	Indicates that the automatic key lock is enabled.
	Indicates the battery charging level. : fully charged : sufficient : insufficient : needs to be charged immediately

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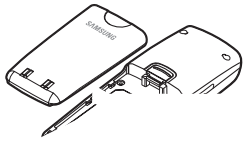
Inserting / Removing the Battery

To Insert the Battery

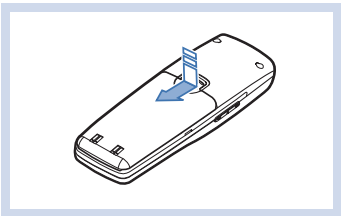
1. Insert the projecting part at the bottom of battery into the recess compartment area of the back of the WIP-5000M phone.



2. Press it in the direction of the arrow until it clic

To Take out the Battery

In order to take out the battery from the WIP-5000M phone, slide the battery cover in the direction of the arrow while simultaneously pressing the separator button.



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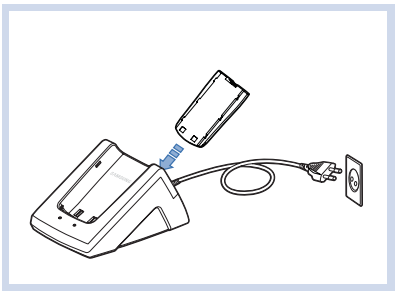
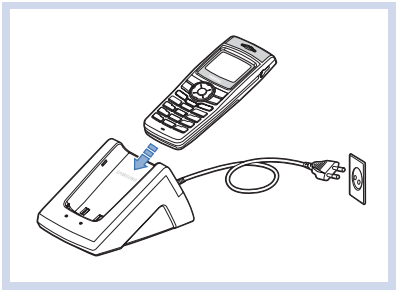
Charging the Battery

After checking each component of the WIP-5000M phone, charge the battery as shown in the figure below.



OR



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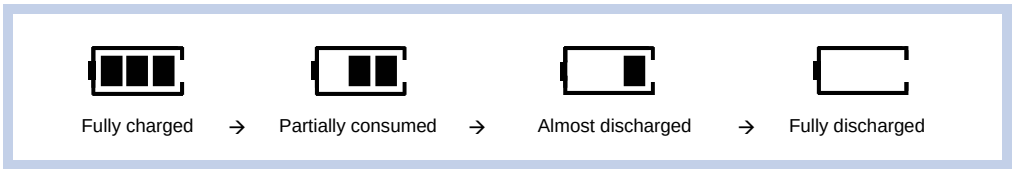
Checking the Battery Status

The battery status can be checked by looking at the battery status icons given below that appear on the LCD panel of the WIP-5000M phone.



Low Battery Indication

When the battery energy is almost discharged, the phone makes a warning sound and the battery icon starts to blink. It is recommended to change to a new battery or charge the battery immediately. If the phone is still used after the warning sound and blinking, the battery will be completely discharged and the power will automatically go off.

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Turning the Phone On / Off

To Turn the Power On

1. Press the [ ] button for more than 2 seconds.

2. Samsung logo will then be displayed as shown on the right-hand side picture and an animation shows up until the phone has been normally registered to the system. After that, the service becomes available and the initial screen will appear as shown next page.

- If the registration has failed, a 'registration failed' message will be indicated on the top of the screen.
- After purchasing the WIP-5000M phone and first turning the power on, the 'UNREGISTERED' message will show up on the top of the initial screen.
- For the initial screen, one picture can be selected from three pictures shown in the next

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page.

Refer to ‘Selecting the background picture’ section in ‘Application Menus’ of this guide

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The short animation is displayed on the screen and then the phone automatically turns off.

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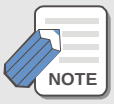
Making a call

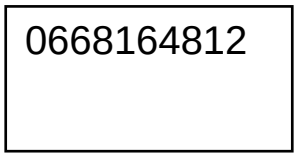
There are several ways to make a call for the convenience of you. However, only the basic function will be introduced in this guide.



Refer to ‘Using the Directory’ section in ‘Application Menus’ of this guide for how to use the latest originating number, latest called number, directory or abbreviated dial numbers.

Making a Call by Pressing the Phone Numbers

1. Press the phone numbers.
   - Press the [C/MUTE] button for a short time to modify an incorrectly entered number, one by one. Press the [C/MUTE] button for a long time to completely delete all the incorrectly entered numbers at once.



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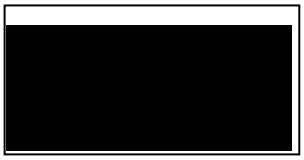
2. Press the [ ] button. When the animation appears on the screen, the call is being connected.

3. After the phone conversation, press the [ ] button to hang up and end the connection.

Answering a call

If the right-hand side 'receiving a call' animation shows up while the phone is ringing, press the [ ] button to start a conversation. After the call is finished, press the [ ] button.



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Calling from Your Call List Log

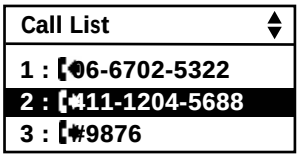
You can query not only the latest calls or received phone numbers but also absent subscriber messages. This is achieved by simply selecting the desired phone number for information or to make a call.

- The maximum of up to 64 phone numbers can be saved in the list. If they are all filled up, the oldest phone number will be erased when a new phone number is saved.

1. Press the [ ] button on the initial screen once.

2. The latest call history will then appear as given next.

3. Using the [ ]/[ ] buttons to query the call history. Each icon next to the phone number has the following meanings.(atest received number : est called number)



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4. Select the desired phone number and press the [ ] button to make a call.

Voice Volume Adjustment

While having a conversation on the phone, the voice volume from the other party can be controlled by pressing either volume button to choose the desired volume from five different volume levels.

Setting / Disabling the Automatic Key Lock

The automatic key lock feature is for preventing the phone keys from being pressed accidentally, regardless of one's intention. If this feature is set up, all buttons except for the [ ] button are all disabled. However, if there is an incoming call at this particular time, you can receive a call by pressing the [ ] button.

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To Set up the Automatic Key Lock

Press the [#/ 🔒] button for more than 2 seconds on the initial screen. Then, the screen will display the automatic key lock icon(🔒).

To Disable the Automatic Key Lock

At the automatic key lock status, press the [#/ 🔒] button for a long time and then the password input window will appear. Once the password is entered, the phone returns to the initial screen and the automatic key lock function is disabled.

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Setting the Etiquette Mode

For not interrupting other people in public places or during a meeting, you can set the phone to vibration instead of ringing.

To Set up the Etiquette Mode

Press the [*/] button for more than 2 seconds. Then the etiquette mode icon( ) will be displayed on the top of phone screen and the phone will vibrate instead of ringing if there is an incoming call.

To Disable the Etiquette Mode

Press the [*/] button for more than 2 seconds. Then the etiquette mode icon disappears and the etiquette mode will be disabled.

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Call Transfer

This function is used to transfer a call to a designated phone number during a phone conversation.

1. Press the [ ] button during a phone conversation.

2. Enter the phone number to be transferred, then press the [ ] button and hang up.

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Call Status Indication

The WIP-5000M phone provides various animation icons to indicate other statuses beside the connection status.

Call Busy (Phone Engaged)

This icon indicates that when you call someone, the recipient is busy on the phone talking to another person.

Call Forwarding

When you are absent or cannot come to the phone, this function allows a call to be forwarded to another person's phone or phone number of a specific location. The setting or other supplementary functions can be modified using the soft keys on the menu. If this function is set up, the 'FWD' message will be displayed on the initial screen.

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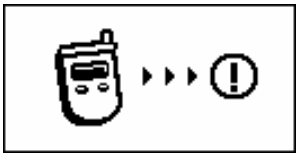
Call Camp on

When you call another internal station and receive a busy signal, you can give the called station an off-hook ring tone and wait for a little while.



Call Back

If the other party is busy, you can reserve a busy station callback. When the busy station becomes free, your phone will ring. If you receive the call, the other person's phone will also ring.

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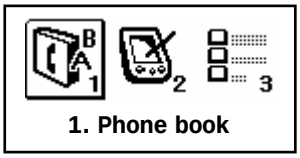
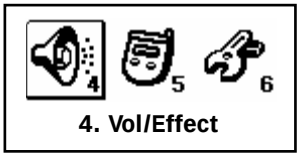
Entering the Application Menus

Press the [Menu] button, then the main application menu will appear on the LCD screen.



1. Phone book

Press the [ ]/[ ] buttons



4. Vol/Effect

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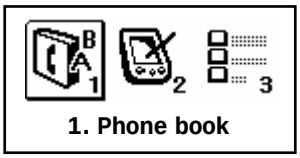
Phone book

Press the [MENU] button and the [1. Phone book] icon to find out various methods to make a call.



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Calling from the Lists of the Latest Calling Number

After querying only the latest called phone numbers, select the desired phone number and make a call.

- The maximum of up to 32 phone numbers can be saved in the list.
  If they are all filled up, the oldest phone number is erased when the newly called phone number is saved.
- If there are no called numbers saved, the phone screen will not display anything and returns to the initial screen.

[MENU] → [1] → [1] → [ ]/[ ] → [OK] : Query
[MENU] → [1] → [1] → [ ]/[ ] → [OK] → [ ] : Query and call
[MENU] → [1] → [1] → [ ]/[ ] → [] : Call

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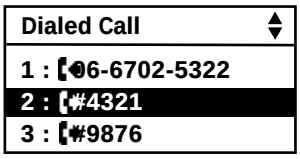
1. Press the [MENU] button, then select the [1. Phonebook] icon and press the [OK] button. If the [1. Dialed Call] is selected, the latest called number list will be displayed.
(Latest called number, : led call)



2. Using the [ ]/[ ] buttons, select the desired phone number.

3. If the [OK] button is pressed, you can check the information on the selected number (e.g., calling date, time and phone number) and can make a call right away by simply pressing the [ ] button.

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Calling from the Lists of the Latest Called Number

After only querying the latest received phone numbers, select the desired phone number and make a call.

- The maximum of up to 32 phone numbers can be saved in the list. If they are all filled up, the oldest phone number is erased when a new received phone number is saved.
- If there is no received phone numbers saved, the phone screen will not display anything and returns to the initial screen.

[MENU] → [1] → [2] → [ ]/[ ] → [OK] : Query
[MENU] → [1] → [2] → [ ]/[ ] → [OK] → [ ]: Query and call
[MENU] → [1] → [2] → [ ]/[ ] → [ ]: Call

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1. Press the [MENU] button, then select the [1. Phonebook] icon and press the [OK] button. If the [2. Recent Call] is selected, the latest received phone numbers will be displayed.
(atest received number, iled call)

2. Using the [ ]/[ ] buttons, select the desired phone number.

3. If the [OK] button is pressed, you can check the information on the selected phone number(e.g., calling date, time and phone number) and can make a call right away by pressing the [ ] button.

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Searching/Calling a Phone Number Using Name

You can query the desired phone number from the phone number list saved in the phone using a name and then make a call.

```
[MENU] → [1] → [3] → [1] → Name Input → [OK] → [ ]
: Query with names and then call
[MENU] → [1] → [3] → [1] → [OK] → [ ]/[ ] → [ ]
: Select from the phone number list and then call
```

1. Press the [MENU] button, then select the [1. Phone book] icon and press the [OK] button.

2. Select the [3. Search] and then press the [OK] button.

3. Select the [1. Search Name] and then press the [OK] button.

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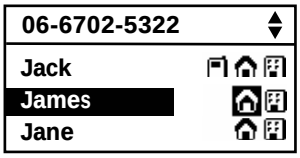
4. The name input field will then appear on the screen. Enter the name to be found and press the [OK] button.



- When entering a name, press the first letter of that name and hit the [OK] button. Then, the numbers of all the phone numbers starting with that letter will be displayed and the related phone number list will show up automatically. (e.g., Enter the name 'J' in the input field and press the [OK] button. All the names starting with 'J' will be listed.)
- Press the [OK] button without entering a name.
  Then, all the numbers in the entire list saved will be displayed.
- If a name is not saved, the screen will show 'Search Result is Nothing' message.
- When the related phone number list appears, use the [ ]/[ ] buttons to select the required phone number and press the [ ] button to make a call.

5. When the related phone number appears on the screen, press the [ ] button to make a call.

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Searching/Calling a Phone Number Using Address

You can query the desired phone number from the phone number list saved in the phone using an address and then make a call.

[MENU] → [1] → [3] → [2] → Address Input → [OK] → [ ]
: Query with addresses and then call

[MENU] → [1] → [3] → [2] → [OK] → [ ]/[ ] → [ ]
: Select from the phone number list and then call

1. Press the [MENU] button, then select [1. Phone book] icon and press the [OK] button.

2. Select [3. Search] and then press the [OK] button.

3. Select [2. Search Number] and then press the [OK] button.

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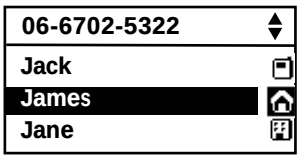
4. The address input field will appear on the screen. Enter the address to find and press the [OK] button.

- If the [OK] button is pressed without entering an address, the entire phone number list saved in the phone will be displayed.
  If an address is not saved, the screen will show the 'Search Result is Nothing' message.

5. The phone number list including the related phone number will be displayed in the order of addresses.
(e.g., When the address '2' is entered, the following phone lists which include number 2 and corresponding phone number will be displayed.)



6. Select the number using the [ ]/[ ] buttons and press the [OK] button to make call.

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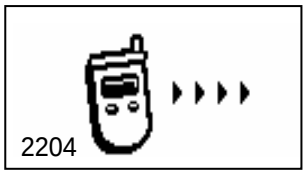
Searching/Calling a Phone Number Using a Speed Dial Number

This function allows you to make a call to the desired party by simply pressing a speed dial number for longer than 2 seconds. For example, if the number '123456' is saved to the [1] button, you can simply press the [1] button until a call is connected to '123456'. This function works only on the initial screen.

1. Press the speed dial number that has the desired phone number for a long time.
   - If there is no saved phone number, the 'Search Result is Nothing' message appears on the screen momentarily and then returns to the initial screen.
   - If the speed dial number is more than two digits, press the last number of the two digits for a long time.

2. The phone number saved for that number then appears on the screen and directly makes a call.

3. Press the [ ] button after a call is finished.



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Registering a Phone Number

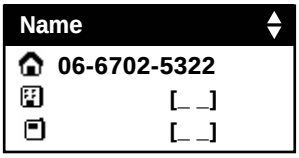
Press the [MENU] button of the WIP-5000M phone, then select the [1. Phone book] icon and register the necessary phone number to be used later.

Entering a phone number directly

Directly enter the phone number on the initial screen and save that number.

```
Phone number registration(initial screen) → [MENU] → Name, Speed dial
number Input → [OK]
```

1. On the initial screen, directly enter the phone number that you want to save and press the [MENU] button.



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2. Enter the name that you want to save by using the dial buttons(up to 12 characters can be used). Refer to the 'Annex' for how to enter the characters.

3. Assign the speed dial number for that name and enter it.

4. Press the [OK] button to save the associated phone number.

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Using the menu to save

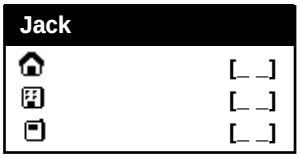
This function allows you to save the phone number by using the menu function.

```
[MENU] → [1] → [4] → Name, Phone Number, Speed dial number Input → [OK]
```

1. Press the [MENU] button, then select the [1. Phone book] icon and press the [OK] button.

2. Select [4. New Entry] and press the [OK] button.

3. Enter the name, phone number and its abbreviated number by using dial buttons and then press the [OK] button.



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Modifying the Saved Phone Number

This is the method to modify the saved phone number.

```
[MENU] → [1] → [3] → [1] or [2] → Name/Address Input → [OK]
```

1. Press the [MENU] button, then select the [1. Phone book] icon and [3. Search], and then press the [OK] button.

2. Select [1. Search Name] or [2. Search Number] and then press the [OK] button.

3. If [1. Search Name] is selected, the name input field appears on the screen and if [2. Search Number] is selected, the address input field appears on the screen.

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4. Enter the name or address of the phone number to be modified and press the [OK] button.
   - If the [OK] button is directly pressed without entering any name/address, then all the phone numbers saved in the phone will be displayed. Select the phone number that you want to modify by using the [ ]/[ ] buttons and press the [OK] button.
   - If any name/address was not entered, the 'Search Result is Nothing' message will appear on the screen.

5. When the information of the phone number that you want to modify appears on the screen, press the [MENU] button.

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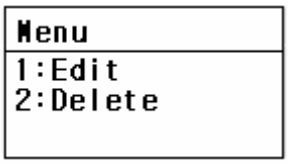
6. The following popup window for modifying and deleting will appear on the screen. Select the [Modify] button using the [ ]/[ ] buttons and press the [OK] button.



- To delete the retrieved information, select the [Delete] button on the popup window and press the [OK] button.

7. Using the [C/MUTE] button and dial buttons, modify the phone number and press the [OK] button to save it.

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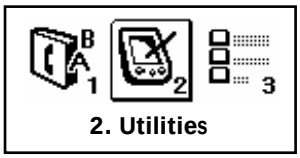
Utilities

Press the [MENU] button and select the [2. Utilities] icon.



2. Utilities

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Setting/Disabling the Alarm Time

This function allows you to set and disable the alarm function. You can select a preferred alarm melody from the following procedure.

```
[MENU] → [2] → [1] → [1] → [1] → Enter time → [OK]
: Alarm setup /Ring one time

[MENU] → [2] → [1] → [1] → [2] → Enter time → [OK]
: Alarm setup /Ring always

[MENU] → [2] → [1] → [2] : Disable the alarm

[MENU] → [2] → [1] → [3] → Select melody → [OK]
: Select any alarm melody
```

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1. Press the [MENU] button and select [2. Utilities], then use [ ]/[ ] buttons to select [1. Alarm Alert], and press the [OK] button.

2. Select [1. Set Alarm] and press the [OK] button.

3. The alarm interval(ring one time, ring always) appears on the screen. Use the [ ]/[ ] buttons to select the alarm interval and press the [OK] button. Then, the alarm setting screen will show up.

4. Enter the alarm time and press the [OK] button to save it.
   - As soon as the alarm is set, the alarm set icon( ) will appear on the top of the screen. This icon will be displayed until the alarm is disabled and shows that an alarm is set up.

5. Select [3. Alarm Melody] to select the alarm melody then, 10 alarm melodies will be displayed.

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Schedule Management

This function allows you to enter important tasks or appointments and then set the phone alarms on those dates. So, you can easily use this function to manage a personal schedule. If the alarm is set up as mute, you can directly check what the schedule is on the screen.

[MENU] → [2] → [2] → Select dates → [OK] → Time/Task Input → [OK] → Select an alarm → [OK]

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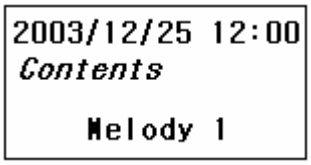
1. Press the [MENU] button, then select the [2. Utilities] icon.
Then, use the [ ]/[ ] buttons to select [2. Schedule] and press the [OK] button.

2. This will result in the calendar appearing on the screen. You can select any date to set a schedule and press the [OK] button.

3. When the schedule input field appears you can enter the time and contents of task. After the [OK] button is pressed, the schedule alarm appears on the screen. Here, you can select one alarm with a bell sound, melody selections and press the [OK] button.



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Using the Electronic Calculator

This function allows you to do four arithmetical operations(e.g., addition, subtraction, multiplication and division) in a simple way.

- When entering negative numbers, press the [#/] button.
- When entering decimal points, press the [*/] button.
- When incorrect numbers are entered, press the [C/MUTE] button.

[MENU] → [2] → [3] → Enter Numbers → [ ]/[ ]/[ ]/[ ] → Enter Numbers → [OK]

1. Press the [MENU] button and select the [2. Utilities], then use the [ ]/[ ] buttons to select the [3. Calculator], and press the [OK] button.

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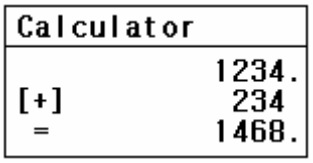
2. This will result in the electronic calculator appearing on the screen.



3. Enter the numbers to be calculated and choose the right arithmetic operation button on the screen using the [ ]/[ ] buttons.

4. Enter any second set of numbers and press the [OK] button. Then, the result will appear on the screen.

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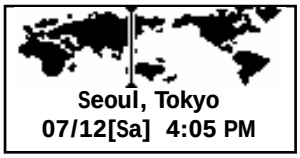
Checking World Time

This function allows you to check current date and time in each region of the world.

[MENU] → [2] → [4]

1. Press the [MENU] button and select [2. Electronic Diary].
   Use the [ ]/[ ] buttons to select the [4. World Clock] and press the [OK] button.

2. When pressing either [ ] buttons, the meridian line moves along the countries on the screen. Then, the corresponding time of each capital name will be shown.



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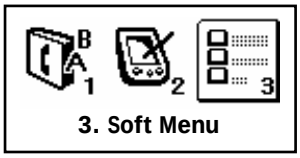
Soft Menu

Press the [MENU] button and select the [3. Soft Menu] Icon.
Soft Menus are used to set system features. The soft menu List is decided by system.
You can set the various system menus such as DND(Do Not Disturb), Conference, Transfer.



3. Soft Menu

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Volume Adjustment

Press the [MENU] button and select the [4. Vol/Effect] icon.

4. Vol/Effect

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Selecting the Bell and Vibration

You can select the modes of call sound such as the bell, vibration, bell after vibrating, or increasingly higher bell.

```
[MENU] → [4] → [1] → Select a Mode → [OK]
```


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1. Press the [MENU] button and select [4. Vol/Effect], then press the [OK] button.

2. Select [1. Ring/Vibrate] and press the [OK] button.

3. Press the [ ]/[ ] button and select a desired mode(bell/ vibration/ bell after vibrating/ increasingly higher bell), then press the [OK] button.

Otherwise, press the [*/] button for more than 3 seconds to change from the bell mode to etiquette mode(Vibrates) automatically.

For information about how to set the etiquette mode, refer to the description of 'Setting the Etiquette Mode' section in 'Basic Features' of this guide.

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Selecting the Bell Sound

This function enables you to select one bell sound out of a selection of 10 sounds.

`[MENU] → [4] → [2] → Select a Bell Sound → [OK]`

1. Press the [MENU] button and select the [4. Vol/Effect], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [2. Ring Type], then press the [OK] button. This will result following screen appearing.

Ring Type
01 : Melody 1
02 : Melody 2
03 : Melody 3

3. Press the [ ]/[ ] button and select a desired bell sound. Press the [OK] button to save the bell sound.

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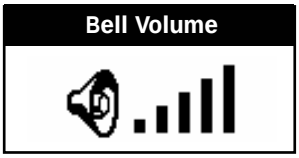
Adjusting the Bell Volume

This function enables you to adjust the bell volume.

```
[MENU] → [4] → [3] → Set Bell Volume → [OK]
```

1. Press the [MENU] button and select [4. Vol/Effect], then press the [OK] button.

2. Press the [ ]/[ ] button and select [3. Ring Volume], then press the [OK] button. This will result in the following screen appearing.



3. Press the [ ]/[ ] button and select the desired bell volume, then press the [OK] button.

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Adjustung the Volume of the Key Buttons

This function enables you to adjust the volume of the key buttons when the key buttons of the phone are pressed.

[MENU] → [4] → [4] → Set Key Volume → [OK]

1. Press the [MENU] button and select [4. Vol/Effect], then press the [OK] button.

2. Press the [ ]/[ ] button and select [4. Key Tone].
Use the [ ]/[ ] buttons to set the key volume and then
press the [OK] button.

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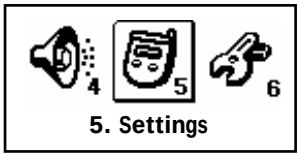
Setting My Phone

Press the [MENU] button and select [5. Settings] icon to see a screen which prompts you to enter a password. The submenus are not displayed until a password is entered in the [5.Settings] screen.



5. Settings

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Viewing My Extension Number

This feature enables you to view your extension phone number on the LCD screen of the phone.

```
[MENU] → [5] → Enter a Password → [0]
```

1. Press the [MENU] button and select [5. Settings], then press the [OK] button.

2. Enter a password on the screen when prompted.

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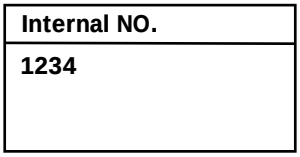
3. Press the [ ]/[ ] buttons and select [0. Internal No], then press the [OK] button.



Entering the Users' Names

This function enables you to enter random characters on the screen displayed on the initial screen of a handset.

```
[MENU] → [5] → Enter a Password → [1] → Enter a Name → [OK]
```

1. Press the [MENU] button and select [5. Settings], then press the [OK] button.

2. Enter a password on the screen when prompted.

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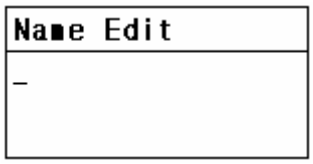
3. Select [1: Name Edit].

4. A screen prompting you to enter a user's name then appears. Enter the desired characters and press the [OK] button.



NOTE

For information about how to enter the characters, refer to 'Annex' section.

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Selecting the Background Screen

This function enables you to select the background of the initial screen that appears when power on.

`[MENU] → [5] → Enter a Password → [2] → Select Background Screen → [OK]`

1. Press the [MENU] button and select [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] buttons and select [2: Display], then press the [OK] button.

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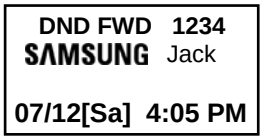
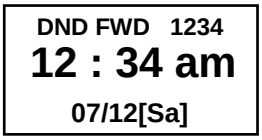
4. The following three screens can be selected and displayed. Select one of them and press the [OK] button.

Samsung Logo



Name Display



Time Display

- The above screens are all initial screens in which the DND and call forwarding are set.

Changing a Password

This function enables you to prevent others from using your phone by changing the initial factory set password of the phone. The initial password is set to 0000.

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[MENU] → [5] → Enter a Password → [3] → Enter a Password → [OK]

1. Press the [MENU] button and select [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] buttons and select the [3: PIN change], then press the [OK] button.

4. If the following screen prompts you to enter a password, enter a new password and press the [OK] button.

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Setting the Language

This feature enables you to set the language displayed on the LCD screen of the phone.

`[MENU] → [5] → Enter a Password → [4] → [2]`

1. Press the [MENU] button and select [5. Setting], then press the [OK] button.

2. Enter a password on the screen when prompted.

3. Press the [ ]/[ ] buttons and select [4: Language], then press the [OK] button.

Language
1 : Korean
2 : English
3 : Italian

4. Press the [ ]/[ ] buttons and select [2: English], then press the [OK] button.

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Deleting a Phone Number

This function enables you to clear phone numbers registered within the phone book or calling numbers and called numbers.

Deleting a saved number

This function enables you to clear all the phone numbers saved within the phone book.

```
[MENU] → [5] → Enter a Password → [5] → [1] → Enter a Password →
Select Yes/No → [OK]
```

1. Press the [MENU] button and select the [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [5: Delete Entry], then press the [OK] button.

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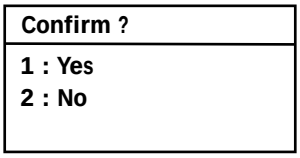
4. Press the [ ]/[ ] button and select [1: Del Phone Book], then press the [OK] button.

5. Enter a password on the screen that prompts you to enter a password. If a screen prompts you to clear a called number, select Yes or No with the [ ]/[ ] buttons and press the [OK] button.



Deleting a calling number

This function enables you to clear the list of calling numbers saved within the phone book.

```
[MENU] → [5] → Enter a Password → [5] → [2] → Enter a Password →
Select Yes/No → [OK]
```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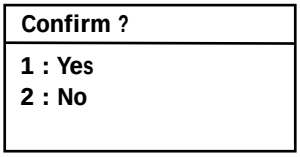
1. Press the [MENU] button and select the [5. Setting], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [5: Delete Entry], then press the [OK] button.

4. Press the [ ]/[ ] button and select the [2. Del Dialed call], then press the [OK] button.

5. Enter a password on the screen that prompts you to enter a password. Then, a screen appears as shown and prompts you to clear a called number. Select Yes or No using the [ ]/[ ] buttons and press the [OK] button.



Deleting a called Number

This function enables you to clear the list of called numbers saved within the phone book.

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[MENU] → [5] → Enter a Password → [5] → [3] → Enter a Password → Select Yes/No → [OK]

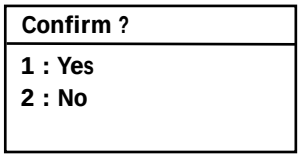
1. Press the [MENU] button and select the [5. Setting], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [5: Delete Entry], then press the [OK] button.

4. Press the [ ]/[ ] button and select the [3: del Recent call], then press the [OK] button.

5. Enter a password on the screen that prompts you to enter a password. Then, a screen appears as shown and prompts you to clear a called number. Select Yes or No using the [ ]/[ ] buttons and press the [OK] button.



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Selecting the Screen Lighting

This function enables you to set the intensity of the lighting on the phone screen.

Setting lighting time

This function enables you to set the time for background lighting, which lights automatically when the keys are pressed or a messages appears.

```
[MENU] → [5] → Enter a Password → [6] → [1] → Select Lighting Time
→ [OK]
```

1. Press the [MENU] button and select the [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select [6: Back Light], then press the [OK] button.

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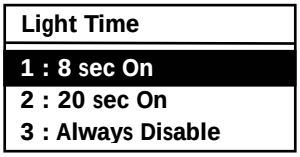
4. Press the [ ]/[ ] button and select the [1: Light Time], then press the [OK] button.

5. Select one of the three options by using the [ ]/[ ] buttons as shown and press the [OK] button.
   - The lighting of the LCD screen turns off automatically unless a button is pressed within 8 seconds. You can also set the lighting duration to 20 seconds or turn off the lighting altogether.



Setting power saving lighting

You can set the mode of the energy-saving lighting.

[MENU] → [5] → Enter a Password → [6] → [2] → Set/Disable Energy Saving Lighting → [OK]

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1. Press the [MENU] button and select the [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [6: Back Light], then press the [OK] button.

4. Press the [ ]/[ ] button and select [2: Power Saving], and then press the [OK] button.

5. A screen prompt appears and enables you to set or disable the energy saving lighting. Select Set or Disable using the [ ]/[ ] button and press the [OK] button.

Power Saving
1 : On 2 : Off

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Setting the Forward Type

This feature enables you to forward your incoming calls to a specific extension, group of extensions or external number when you are unable to receive an incoming call. You may also set the forwarding type(Forward All, Forward Busy, Forward No Answer or Do Not Disturb).
If this feature is set up, the 'FWD' message will be displayed on the initial screen.

```
[MENU] → [5] → Enter a Password → [7] → [2] → Dial the number to which
calls should be forwarded → [OK]
```

1. Press the [MENU] button and select [5. Setting], then press the [OK] button.

2. Enter a password on the screen when prompted.

3. Press the [ ]/[ ] buttons and select [7: Forward Type], then press the [OK] button.

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4. Press the [ ]/[ ] buttons and select the forward type you want, then press the [OK] button.

Setting
1 : Off
2 : All
3 : Busy

5. Press the number to which calls should be forwarded, then press the [OK] button.

NOTE

The forwarding types are as follows.
- Off : You can disable the forward feature.
- All : You can forward all incoming calls to another number.
- Busy : You can forward incoming calls to another number when you are using the phone.
- No Answer : Your incoming calls can be forwarded to another number if you cannot answer the call within the specified time.
- Do Not Disturb : Busy : You can forward incoming calls to another number when the DND feature is set up.

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Setting the Programmed Message

When you will be away from you desk, you can leave an absence message to advise internal callers of your status. Internal callers will receive the message on their LCD screen when they call you.

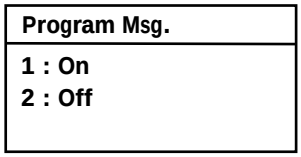
`[MENU] → [5] → Enter a Password → [8] → [1] → [1]`

1. Press the [MENU] button and select [5. Setting], then press the [OK] button.

2. Enter a password on the screen when prompted.

3. Press the [ ]/[ ] buttons and select [8: Program Msg], then press the [OK] button.

4. Press the [ ]/[ ] buttons and select [1: On], then press the [OK] button.



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5. Press the [ ]/[ ] buttons and select [1. Give Me The Call], then press the [OK] button.

Locking the Phone

When you will be away from you desk, you can lock any outgoing trunk calls or incoming/outgoing calls to prevent others from using your phone without permission.

```
[MENU] → [5] → Enter a Password → [9] → [1]
```

1. Press the [MENU] button and select [5. Setting], then press the [OK] button.

2. Enter a password on the screen when prompted.

3. Press the [ ]/[ ] buttons and select [9: Station Lock], then press the [OK] button.

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4. Press the [ ]/[ ] buttons and select [1: On], then press the [OK] button.

Station Lock
1 : On 2 : Off

Initialization

This function enables you to initialize all the functions and status of a phone.

Initializing all

This function enables you to initialize the status of a phone. All the saved records as well as the phone options are deleted.

[MENU] → [5] → Enter a Password → [*/] → [1] → Enter a Password → Select Yes/No → [OK]

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1. Press the [MENU] button and select the [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [*, Reset], then press the [OK] button.

4. Press the [ ]/[ ] button and select [1: Reset All], then a screen appears and prompts you to enter a password.

5. If you enter a password, the following dialog box appears. Select Yes or No using the [ ]/[ ] buttons and press the [OK] button.

Reset All
1 : Yes 2 : No

Initializing featares only

This function enables you to initialize the options for the phone functions only.

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[MENU] → [5] → Enter a Password → [*/] → [2] → Enter a Password → Select Yes/No → [OK]

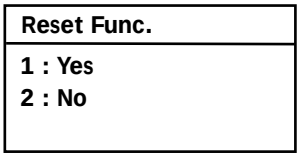
1. Press the [MENU] button and select the [5. Settings], then press the [OK] button.

2. Enter a password on the screen that prompts you to enter a password.

3. Press the [ ]/[ ] button and select the [*****.Reset], then press the [OK] button.

4. Press the [ ]/[ ] button and select the [2. Reset Func.] to display the screen that prompts you to enter a password.

5. If you enter a password, the following dialog box appears. Select Yes or No using the [ ]/[ ] buttons and press the [OK] button.



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Setting Auto Lock

If you set the auto lock for privacy, to prevent other people from seeing personal information. Once the auto lock is set, the keys will not operate and functions other than answering a call cannot be used until a password is entered.

[MENU] → [5] → Enter a Password → [#/🔒] → Keypad Lock → [OK]

1. Press the [#/🔒] button so that the auto lock can be set.
   - If this function is set, the auto lock icon(🔒) appears on the upper part of the screen.
   - If you want to cancel this function, enter a password.

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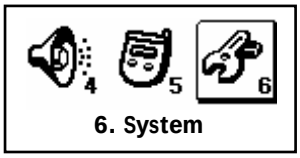
Setting the System

Press the [MENU] button to see the main menu on the screen.
Select [6. System] and use the desired functions.



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Registering a Phone

This function enables you to register a phone via the sytem.

[MENU] → [6] → [1] → Select System → [OK] → Enter a System ID → [OK] → Enter a User ID → [OK] → Enter a Password → [OK]

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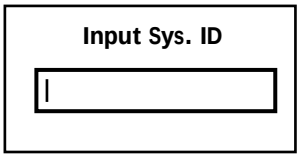
1. Press the [MENU] button and select [6. System], then press the [OK] button.

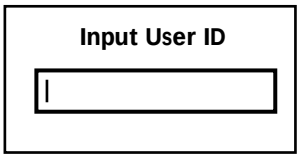
2. Press the [ ]/[ ] button and select the [1: Registration], then press the [OK] button.

3. Determine whether the phone will be registered with System 1 or System 2 and press the [OK] button.

4. If the screen as shown prompts you to enter a system ID, enter the system ID and press the [OK] button.



5. If the screen as shown prompts you to enter a user ID, enter the user ID and press the [OK] button.



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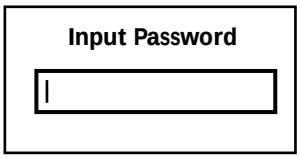
6. If the [Encryption Key] screen prompts, you enter the encryption key 13 digits which was set up in the system. If the encryption key is not set up in the system, you can press the [OK] button without entering the encryption key.

7. If the screen as shown prompts you to enter a password and press the [OK] button to start the registration.



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Selecting a System

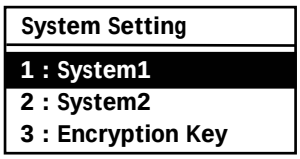
This function easily enables you to register the two systems being used.

`[MENU] → [6] → [2] → Select a System → [OK]`

1. Press the [MENU] button and select [6. System], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [2: System Setting], then press the [OK] button.

3. System 1 and System 2 appear and are entered in the [1. Registeration] from the [6.System]. Select one of the two systems using the [ ]/[ ] buttons. Press the [OK] button to register the selected one.



4. You can set the encryption key(WEP key) in the system which should be entered when you register the phone.

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Viewing the IP of a Phone

This function enables you to identify the currently registered IP.

```
[MENU] → [6] → [3]
```

1. Press the [MENU] button and select the [6. System], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [3: IP Address], then press the [OK] button.

3. The current IP address registered with the phone then appears.

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Viewing the MAC Address of the Phone

This function enables you to identify the current MAC address of the phone.

```
[MENU] → [6] → [4]
```

1. Press the [MENU] button and select the [6. System], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [4: MAC Address], then press the [OK] button.

3. The current MAC address registered with the phone then appears.

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Viewing the Signal Quality of the Phone

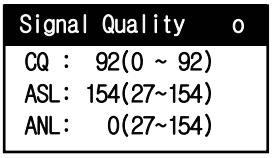
This function displays the Wireless Signal Quality of the phone.

[MENU] → [6] → [5]

1. Press the [MENU] button and select the [6. System], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [5: CommsQuality], then press the [OK] button.

3. Display every one second the current Wireless Signal Quality Values if the phone was registered.
   - CQ: Call Quality, ASL: Signal Strength, ANL: Signal Noise.



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Setting LCD Contrast of the Phone

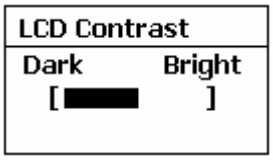
This feature support to set the LCD contrast if you want to change it.

[MENU] → [6] → [6]

1. Press the [MENU] button and select the [6. System], then press the [OK] button.

2. Press the [ ]/[ ] button and select the [6. LCD Contrast], then press the [OK] button.

3. Press the [ ]/[ ] button and control 'Dark'/'Bright' density, then press the [OK] button.



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Entering Characters

Buttons Used for Entering Characters

The buttons used for entering the characters are as follows.

- [MENU] button : Screen for entering [English Uppercase] appears first and a menu bar prompting you to select [English Lowercase/Special Characters] on the lower part of the screen.
- [ ]/[ ]utton : Enter the desired characters from [English Uppercase/English Lowercase/Special Characters].

Entering Characters

Pressing the [MENU] button allows you to enter English Uppercase letters automatically and to select one type from the [English Lowercase/Special Characters] located on the lower part of the screen using the [ ]/[ ]uttons.

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Then, the screen will provide an input field for the character type you selected and the other two character types will appear on the menu bar.
For example, if [English Lowercase] is selected, [English Uppercase/Special Characters] will appear on the menu bar.

Press the [ ]/[ ]/[ ]/ [ ] uttons to move the cursor. Modify the desired characters using the [C/MUTE] buttons and place the cursor on the appropriate location to insert the characters. If a character to be entered is the same as the last entered character, press the [ ]/[ ]/[ ]/ [ ] uttons to move the cursor right one space.

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How to enter uppercase and lowercase in English

Refer to the following table to enter the characters. The table shows how to enter English uppercase characters, which uses the same method as for entering English lowercase characters.

Dial Button	Character	Dial Button	Character	Dial Button	Character
1	.	2	A B C	3	D E F
4	G H I	5	J K L	6	M N O
7	P Q R S	8	T U V	9	W X Y Z
*	/	0	␣	#	@

- To enter characters, press the button where a desired character is displayed repetitively to display the next character.(e.g., If the number [5] button is pressed, the character 'J' is entered. If the [5] button is pressed once more, the 'K' is entered.)

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How to enter special characters

Press the [MENU] button and select [Special Characters] from the menu bar on the lower part of the screen. Then the special characters are displayed in the same order.

Select desired special characters using the [ ] buttons and press the [OK] button to enter the character on the screen.

How to enter numbers

Press the dial button so that numbers are entered irrespective of which character has been selected from out of the English Uppercase/English Lowercase/Special Characters has been entered.

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OfficeServ WIP-5000M

User Guide

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