



NEC SIP Conference Max Conferencing Phone

USER'S GUIDE



NEC SIP CONFERENCE MAX USER'S GUIDE

UNPACKING AND SETTING UP YOUR SIP CONFERENCE MAX PHONE

For information on unpacking and setting up your SIP Conference Max phone, please refer to the SIP Conference Max Administrator's Guide.

KEYPAD FUNCTIONS

Key	Function
	Press to activate the phone and access the dial tone. Press again to hang up the phone and return to Standby mode.
	Press to dial stored numbers. Press and hold for two seconds to enter the Phonebook Edit mode.
	Press once to dial the last number called. Press and hold for two seconds to enter Program mode.
	Press to dial the pre-programmed number for your internal conferencing bridge.
	Press to place active line on hold. Press to toggle between line 1 and line 2.
	Press once to clear the last digit entered or press and hold to clear all numbers. Press to exit Program mode.
	Press while on a call to adjust call volume. Press while phone is ringing or in Standby mode to adjust ringer volume.
	Press once to mute microphones during a call. Press again to unmute. Press once during ringing to mute the ringer for the current inbound call.

FIGURE 1 SIP Conference Max keypad functions

LCD DISPLAY

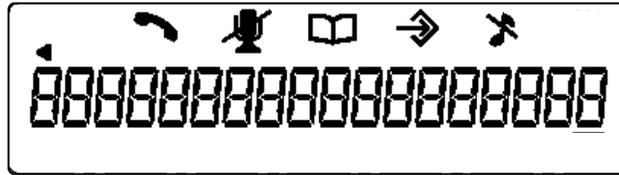


FIGURE 2 SIP Conference Max LCD display

USING THE SIP CONFERENCE MAX PHONE

The following paragraphs describe how to use your SIP Conference Max phone.

TO MAKE A CALL

1. Press the **ON/OFF** key to activate the phone. You hear a dial tone. (The phone icon and line states appear when the phone is active (see figure 3).)



FIGURE 3 SIP Conference Max phone icon

2. Dial the number as you would on a standard phone. The number appears on the LCD screen.
 - ▶ **Note:** You can also predial the number while in Standby mode and press the **ON/OFF** key to connect the call.To add a pause to the number you are predialing, press and hold the pound (#) key.

TO ANSWER A CALL

1. Press any key (except "*" key, **MUTE**, **VOLUME UP** or **VOLUME DOWN**).
When there is an incoming call, the phone rings (unless the ringer is turned off) and the phone LEDs and phone icon on the LCD screen flash.

TO END A CALL

1. Press the **ON/OFF** key.

TO TURN THE RINGER ON/OFF (IN STANDBY)

1. Press and hold the star key (*).

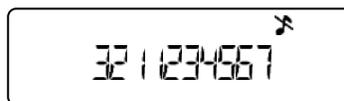


FIGURE 4 SIP Conference Max ringer off icon

TO MUTE DURING RINGING

1. Press the star (*) or the **MUTE** key to mute the ringer for the duration of the ringing.
 - ▶ **Note:** This only mutes the current ring; the ringer is unmuted for subsequent calls.

TO ADJUST RINGER VOLUME

1. While the phone is ringing, press **VOLUME UP** or **VOLUME DOWN**.
2. While the phone is inactive, press **VOLUME UP** or **VOLUME DOWN**. The ringer melody plays once at the new level.

TO ADJUST LOUDSPEAKER VOLUME

1. Press the **VOLUME UP** key while on a call to increase volume.
2. Press the **VOLUME DOWN** key while on a call to decrease volume.

TO ACCESS YOUR HELP LINE

1. While in Standby mode, press and hold the **0** key for 2 seconds. This feature must be programmed before use.

TO STORE A NUMBER IN THE PHONEBOOK

1. Enter the number while the phone is in standby (inactive) mode.
2. Press and hold the **PHONEBOOK** key until the Phonebook and Program icons appear.

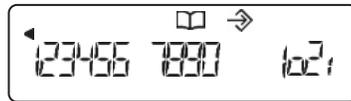


FIGURE 5 SIP Conference Max phonebook and program icons

3. Assign a Phonebook location (**0-9**) by pressing the corresponding number key.
4. Press **PHONEBOOK** again to save the entry. You hear a confirmation tone.
5. To exit Phonebook Edit mode before saving the entry, press **CLEAR**.
 - ▶ **Note:** The phone number assigned to location zero (0) needs to be the number for your internal conference bridge. This is the number that will be dialed when users press the **CONFERENCE** key.

TO MAKE A CALL USING THE PHONEBOOK

1. Press the **PHONEBOOK** key.
2. Press the number (**0-9**) that corresponds with the stored phone number you want to dial. The number is displayed on the LCD screen.
3. Press the **ON/OFF** key to dial the number.

TO MAKE A CALL USING YOUR CONFERENCE BRIDGE

1. Press the **CONFERENCE** key. The phone will automatically dial the pre-programmed number for your organization's internal conference bridge.
 - ▶ **Note:** If the **CONFERENCE** key has not been programmed, contact your system administrator or program the number using the steps outlined in the previous section (location 0).

TONES AND ALERTS

Tone/Alert	Description
Confirmation	A tone will play upon successful programming entry.
Reject	A tone will play if you attempt to do any of the following: <ul style="list-style-type: none">• enter an invalid programming entry• use a speed dial key that has not been programmed• enter a 45th digit when predialing• enter a 17th digit for user phone number• enter a 31st digit for speed dial key

FIGURE 6 SIP Conference Max tones and alerts