

swissvoice IP10S / IP10

Corded IP phone

User guide



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For your safety

Please read the following safety precautions before setting up your phone.

Certification information

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the Federal Communications Commission Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Modifying the equipment without Swissvoice's written authorization may result in the equipment no longer complying with FCC requirements for Class A digital devices. In that event, your right to use the equipment may be limited by FCC regulations, and you may be required to correct any interference to radio communications at your own expense.

Operating conditions

This telephone is to be operated on a local area network. The calls are handled by a call manager using MGCP, H323 or SIP signalling protocol. The telephone must be equipped with the appropriate software version.

Location

Place your telephone in a safe place, on a non-slip surface.

Do not expose the telephone to direct sunlight or other sources of heat. Keep it in an ambient temperature between +5°C and +35°C.

Keep the telephone dry.

Avoid wet or dusty locations.

Avoid locations where your telephone is exposed to aggressive liquids or vapours.

Avoid locations in the immediate vicinity of hi-fi and video equipment, domestic appliances, monitors, and electric motors (influence of electromagnetic fields). If your telephone is connected to a PC, the monitor may cause electromagnetic interference.

For your safety

Connection

Plug the telephone's connecting cables into the appropriate sockets only. Never try to change the plugs on the connecting cables.

Only a Swissvoice power adaptor must be used with the IP10S and IP10 phones.

Swissvoice power adaptor references are:

For US: 02P175500A

For Europe: 20314471, 02P175600A

For UK: 02P183100A

For Australia: 02P183200A

Use of a third party power adaptor would be improper. Consequently, in case of product defect or flaw caused by this improper use, the guarantee will not apply.

Security

The plug-in power supply is used as a disconnection device.

The network and power supply accesses of the phone are classified SELV (Safety Extra Low Voltage).

The mains access of the plug-in power supply is classified Dangerous voltage.

Care

Never carry the telephone by its connecting cord.

Clean the set with a soft, slightly damp or anti-static cloth. Do not use any detergents or chemicals to clean the set.

Qualified service

Do not attempt to open the phone. Only qualified personnel may repair phone equipment. Changes or modifications not expressly approved by Swissvoice could void the user's authority to operate the equipment. If your telephone is faulty or defective, please contact your supplier.

Information regarding the products in this manual is subject to change without notice. This guide is believed to be accurate but is presented without warranty of any kind, express or implied. The usable services and features on the phone depend on the installed software release and on the call manager. Therefore, the conformity of the user guide cannot be guaranteed.

Your phone

Introduction

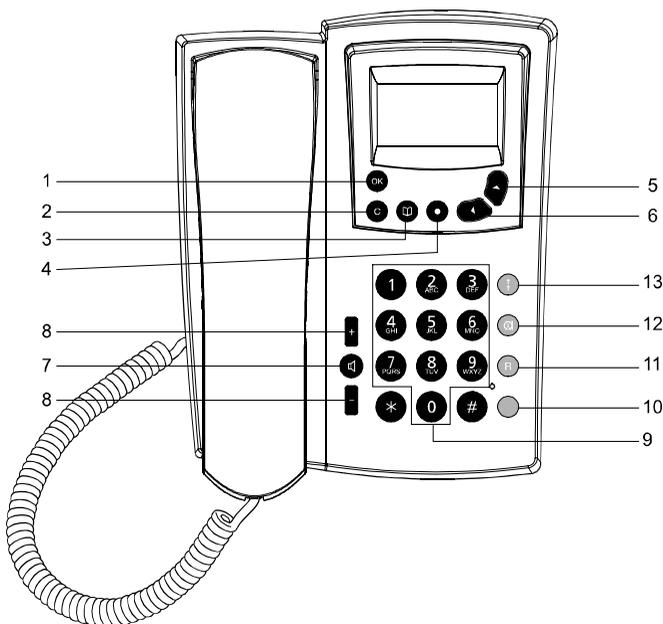
Your IP phone is a full-feature telephone that provides voice communication over an IP (Internet Protocol) network. You can use it as a traditional analog phone, allowing you to make and receive telephone calls. It also offers features that you have come to expect from a telephone, such as call transfer, voice mail access, redial key. Furthermore, your IP phone offers you new features because it is part of an IP network. For example, you can customize its settings using the Web based interface. Your IP phone can be either the IP10S or the IP10. The only difference consists in a mini-switch for a PC connection which is offered on the IP10S.

Your IP phone is compliant with three signaling protocols: Media Gateway Control Protocol (MGCP), Session Internet Protocol (SIP) and H323 v4. Depending on the software loaded in your phone, this user guide may not describe the exact phone behaviour.

Typographical convention: words and messages displayed in the phone are printed in bold and red color in this user guide.

Keys version A

Two key-board models are available. Version A offers programmed function keys while version B offers feature keys (see "Version B", page 7).



Version A

Your phone

Display keys

- 1  **Confirmation key:** enables access to the menu in standby mode, performs a setting option, a service or a call.
- 2  **Clear key:** exits to higher-level menu (short click) or to the standby display (long click).
- Deletes the last character in editing mode.
- 3  **Phone book key:** offers direct access to name search in the phone books.
- 4  **Service key:** offers a list of available services (short click) or performs a pre-programmed call number or service (long click).
- 5-6  **Scrolling keys:** enable browsing through menus and setting options.
- 5  In standby mode, shows the most recently called numbers.
- 6  In standby mode, scrolls in the phone books.

Audio keys

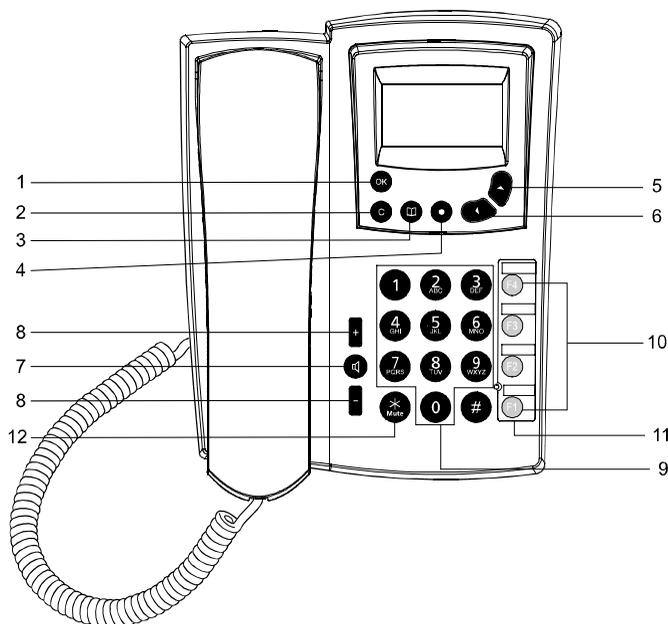
- 7  **Loudspeaker key:** activates loudspeaker or hands-free function.
- 8  **Volume keys:** are used to adjust the volume.

Dialing keys

- 9  **Keypad:** is used to key in numbers and letters.
- Pressing and holding one key calls the pre-programmed number or function.
- 10  Feature key is used to program a call number or a service. e.g. Voice Mail number. Blinks slowly to indicate that voice messages are present.
- 11  **Flashing key:** enables activation of a service by its code.
- 12  **Mute key:** disables the microphone.
- 13  **Redial key:** shows the most recently called numbers.

Your phone

Keys version B



Version B

Display keys

- 1  **Confirmation key:** enables access to the menu in standby mode, performs a setting option, a service or a call.
- 2  **Clear key:** exits to higher-level menu (short click) or to standby display (long click).

Deletes the last character in editing mode.
- 3  **Phone book key:** offers direct access to name search in the phone books.
- 4  **Service key:** offers a list of available services (short click) or gives access to Memory keys menu (long click).

Your phone

- 5-6  **Scrolling keys:** enable browsing through menus and setting options.
- 5  In standby mode, shows the most recently called numbers.
- 6  Scrolls in the phone books.

Audio keys

- 7  **Loudspeaker key:** activates loudspeaker and hands-free functions.
- 8  **Volume keys:** are used to adjust the volume.

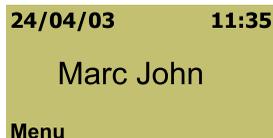
Dialing keys

- 9  to  **Keyboard:** is used to key in numbers and letters.
- Pressing and holding one key calls the pre-programmed number or function.
- 10     **Feature keys:** are backlit keys used for speed dialing, line appearances, feature access.
- 11 Label for programmable keys.
- 12  In a call, a long click performs the mute function. The microphone is off.

Indicators

Indicators in standby mode

When the phone is ready for use and no characters have been keyed in by the user, the phone is in the mode. Example of display:



One or more of the following icons may be shown when a service or function is activated.

Your phone



This icon is blinking. You have received one or more voice messages.



Do not disturb service. All your calls are forwarded to your voice mail.



All your calls are forwarded to the number you have chosen.



If there is no reply, your calls are forwarded to your voice mail or to another number.



If busy, your calls are forwarded to your voice mail or to another number.



Ranking indicator when scrolling in sub-menus.



Dynamic alarm indicator.



Waiting for call manager. The phone is not yet connected.



Headset indicator.

Indicators in connected mode

Example of display:



Ready for dialing.



Connection is done.



Handsfree.



Loudspeaker on.



Microphone off (mute).

Getting started

Package contents

- 1 telephone set
- 1 handset
- 1 spiral handset connecting cable
- 1 Ethernet cable (100 base T)
- 1 wall mounting kit
- 1 short operating instruction (A5 paper sheet)
- 1 non-printed sticker for feature keys (version B only)

Separately delivered:
1 power supply.

Not included:

An additional Ethernet cable to connect any PC to the telephone through its PC-switch.

Installation

Your IP phone is designed to be connected to an Ethernet IP (Internet Protocol) network. Its connection to the network has to be done by your system administrator. If that is not the case, follow the above instruction for connecting your phone, and then ask to your system administrator for its configuring.

Connecting the handset: insert the straight end of the spiral connecting cable into the  socket on the base of the telephone (1). By gently pulling, check that the cable connector is in place. Insert the other end of the cable into the handset (2).



You may use a headset instead of the handset.

Powering the telephone*: insert the power cable jack into the  socket (3) and plug the other end in a standard power outlet (4). **Swissvoice** is displayed a few seconds followed by **Waiting for call manager...**

If your system administrator delivered your phone without a power supply, your phone probably receives power through the Ethernet connection.

Connecting to the local area network: insert the Ethernet cable connector into the "LAN" socket at the bottom of the terminal (5). By gently pulling, check that the cable connector is in place. Insert the other end of the cable into the LAN connection socket (6).

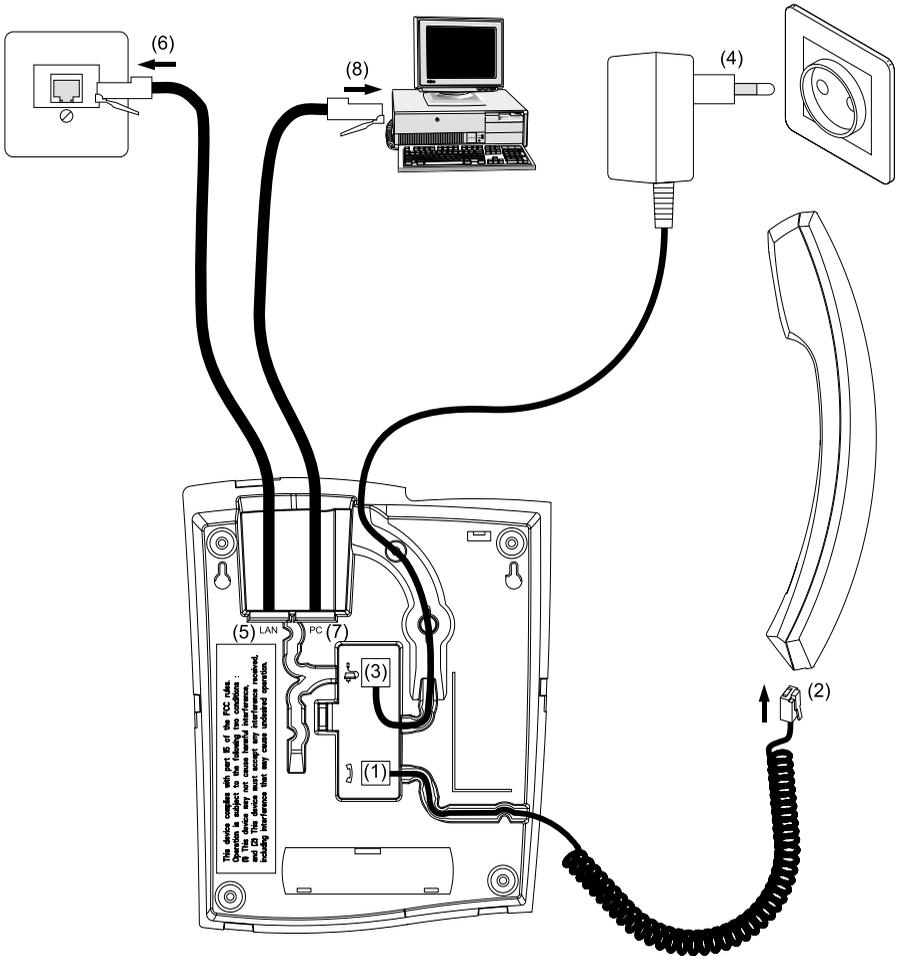
Shared network connection: This capability is offered on the IP10S mode! If you have a single Ethernet port in your workspace with your desktop computer already connected to it, disconnect the Ethernet cable from the computer and attach it to the "LAN" port on the back of your phone (5). Next, use the Ethernet cable included with your phone to connect the "PC" port (7) on the back of your phone to your desktop computer (8). The IP10S phone has an integral switch.

* Only a Swissvoice power adaptor must be used. For references, see "Connection" page 4.

Getting started

Wall mounting option: you have the possibility to fix your telephone in wall mounting position. Place the plastic part on the base of the telephone (9). Place two screws distant of 126 mm, to hang the telephone (10).

The message **"Waiting for call manager..."** will disappear once the IP address of the phone and the address of the call manager will be set. Otherwise, contact your system administrator.



Call functions

Making a call



Key in the phone number you want to call.



Press the Clear key to delete the character to the left of the cursor or press and hold to delete all and abort the dialing preparation.



Press the OK key to **Call** the number,

or



press the loudspeaker key,

or



lift the handset.

Making a call using the phone book



Press the phone book key.



Press the scrolling keys to move the cursor to the phone book you want to search in. You may specifically scroll in your **Private** phone book or in the **Common** phone book managed by the administrator. You can also indifferently search in both, by selecting **All**.



Press the OK key to select the phone book.



Enter the first letter of the name.



Press the OK key.



Press the scrolling keys to move the cursor to the name you want. **Info** enables to display the phone number.



Press the Loudspeaker key,

or



Lift the handset.

Call functions

Speed dialing a phone number

(see "Memory keys", page 24)

Assuming you have assigned a phone number to one of the memory keys (0 to 9 and *), you can call that phone number:



Press and hold the memory key you want. The phone number is displayed.



Press the OK key to confirm the call.



*To check the phone number programmed on a memory key, just access the menu and select **memory keys**.*

In the version B of the IP10, feature keys F1 F2 F3 F4 can also be used as speed dialing keys. A simple pressing on the key is sufficient to display the phone number.

Last number redialing

To redial one of the last 30 phone numbers you called:



Press the scrolling key once in standby mode.



Scroll to the number or name you want.



Press the Loudspeaker key,

or



Lift the handset.



The version A of the phone has also a dedicated key  for the redial list.

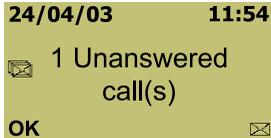
Dialing using the call lists

Your telephone automatically stores the last 30 answered and 30 unanswered calls. (see "Call lists", page 26).

Call functions

From the unanswered calls message

In standby mode, new unanswered calls are announced by a message and the blinking envelope indicator.



Press  to display details. For each call, the number, the name (if included in the phone book), the number of calls, the date and time are available.



Press the Loudspeaker key to call back.

or



Press the OK key under **Options** to save or erase the call information.

From the call lists



Press the OK key to enter the **Menu**.



Select **Call lists** and then one of the call lists by pressing the OK key.



Press the scrolling keys to move the cursor to the name or number you want.



Press the Loudspeaker key,

or



Lift the handset.



The scrolling key  gives you directly the last dialed numbers.

Call functions

Making a call with a headset

A headset can be used instead of the handset. The headset function has to be activated in the **User settings** menu (see “Headset”, page 33).



Dial the number or select a name or number in a list.



Press the Loudspeaker key.

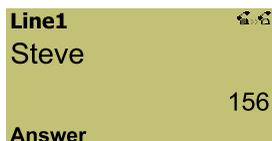


To end the call, press the loudspeaker key.

Answering a call

Display of caller's identity

When someone calls you, his number is received and displayed (This is a Call manager service). The name is also displayed if it is stored with the number in the phonebook.



Adjusting the ring volume



While the phone is ringing you can adjust the ring volume of your telephone by pressing the volume keys.

Receiving a second call



While you are connected, you may receive a second call. **Line 2** is displayed and the symbol blinks.



Press the OK key to accept this call and to put the first one on hold,
or

Press the hook switch to end the first connected call and automatically be connected with the incoming call.

Call functions

Options during a call

Group listening

Group listening is useful when other individuals in the room need to listen to the conversation.



Press the Loudspeaker key during the call. The symbol  is displayed.



The loudspeaker key toggles the loudspeaker On or Off.

Hands-free operation

This feature allows you to make calls through the loudspeaker, without picking up the handset.



Press the Loudspeaker key and leave the handset on-hook.



To end the call, press the Loudspeaker key,



or to continue the call with the handset, just pick it up.



Speech quality decreases with distance from the terminal.

Volume adjustment

The volume in the receiver and the loudspeaker can be changed during a conversation.



Press the volume keys, up or down, to adjust the volume. When group listening or hands-free mode are active, the volume set level symbol  is displayed.

Mute

IP 10 version A:

If you wish to talk to someone in the room without the calling party hearing,



Press the Mute key. The  symbol is displayed.



To switch the microphone on again, press the Mute key.

IP 10 version B:



Press and hold the star key for two seconds. The  symbol is displayed.



To switch the microphone on again, press the star key.

Telephony services

A number of services are offered to help you handle your calls with ease. Many of the services are offered by the Call manager. Consequently, the services listed in this paragraph may not be offered if not supported by the Call manager.

Depending on the signalling protocol version loaded in your phone, the list of services may be different and may also be dynamic. For this reason, the following services are described as examples.

To consult and to use the list of services, press the  key. Some services may also be enabled using the feature keys (see "Memory keys", page 24).

Using services during a call

Enquiry call

You are conversing with one party and wish to make a brief call to another party while holding the existing connection.



Press the OK key to select **Line 2**.



Enter the number you want to call.



*This service can also be activated by pressing the  key and selecting **Enquiry call** or **Hold**.*

Brokering

Two calls are initiated:



Press the OK key as often as necessary to switch back and forth between the first call and the second one.

To end the call you're connected with, press the hook switch. You'll automatically switch to the other call.

Transfer call



To connect the two call partners, press the Service key.



Scroll through the list and select **Transfer call**.



Confirm with the OK key.

The connection is done, replace your handset.

Telephony services

Conference

During a call, if you want to set up a conference with a third party:



Press the Service key.



Scroll to select **Conference**.



Press the OK key to confirm.



Key in the number you want to call.



To end the conference, press the Service key.



Select **Terminate conference** and press the OK key to confirm.

Blind Transfer

During a call, you may want to transfer it to a third party.



Press the Service key.



Scroll to select **Blind transfer**.



Press the OK key to confirm.



Key in the phone number to which you want to transfer the call.
Hang up the handset.



When **Blind transfer** is selected but not yet done, you can come back to the connected line by pressing the Service key and selecting **Take back**.

Using services in standby mode

Using services

When your telephone is in standby mode, you can use some services. The service availability depends on the Call manager.

Telephony services

Voice Mail



To consult your voice mail, press the Service key.



Select **Voice mail**.

Your Voice mail is called automatically.

or



Press the F1 key (pre-programmed key in version A) or any assigned voice mail key (F1 to F4).



Press the OK key, or press the loudspeaker, or lift the handset.



The voice mail number is set by the Call manager administrator. Otherwise, you can set your own voice mail number (see "Voice mail number", page 34). Nevertheless, the first one is the default.

Pick up

To pick up a call ringing on an other phone:



Press the Service key.



Scroll to **Pick up**.



Press the OK key to select.



Key in the phone number.
You're connected with the caller.

Do not disturb

To activate this service:



Press the Service key.



Scroll to **Do not disturb ON**.



Press the OK key to select.



Press the OK key once again to activate.

The symbol  is displayed. The caller will hear a busy tone.

Telephony services

To deactivate “Do not disturb”:

-  Press the Service key.
-  Scroll to **Do not disturb OFF**.
-  Press the OK key to select.
-  Press the OK key once again to deactivate.

Call Forward

You can forward incoming calls to another phone number or to your voice mail. The forwarding can concern all incoming calls, or only those for which you are already on the phone or when you don't answer.

-  Press the Service key.
 -  Scroll to **Call forward ON**, or **CF on no reply ON**, or **CF on busy ON**.
 -  Press the OK key to select.
 -  Enter the phone number to which calls will be diverted.
 -  Press the OK key to activate.
- The symbol  for permanent call forward or  for call forward on busy or no reply is displayed.

To deactivate “Call forward”:

-  Press the Service key.
-  Scroll to the call forward with mention **OFF**.
-  Press the OK key to select.
-  Press the OK key once again to deactivate.

Phone book

You can save names and phone numbers in the phone's memory (private phone book). You can also use the common phonebook saved by the system administrator.

Your private phone book may save up to 100 names and phone numbers. The common phone book may contain up to 400 names and numbers.

You can save entries in your phone book locally or from your phone's Web server interface. (see "Configuration through a Web browser", page 37). The following section describes how to do it locally.

Saving names and phone numbers

In standby mode



Press the OK key to access the Menu and select **Phone book**.



Use the navigation keys to scroll to **New entry**.



Press the OK key.



Key in the name.



Press the OK key.



Key in the phone number.



Press the OK key. **New entry saved** is displayed.



To switch from upper case to lower case, and vice versa, press the **#** key. By default, only the first character of each word is upper case.

Press a button repeatedly until the character you are looking for appears:

Buttons	Special characters in alphabetic mode – lower case	Special characters in alphabetic mode – upper case
0	space	
1	- . ? ! , ; : ' \ " ' "	
2	A b c 2 à á â ã ä å ç	A B C 2 Å Ä Æ
3	d e f 3 è é ê ë	D E F 3 É
4	g h i 4 ï î ï	G H I 4
5	j k l 5	J K L 5
6	m n o 6 ñ ò ó ô õ ö ø	M N O 6 Ñ Õ
7	p q r s 7	P Q R S 7
8	t u v 8 ú ú ú	T U V 8 Û
9	w x y z 9 ÿ	W X Y Z 9
*	* / () # + < = > % & @ \$	

Phone book

Searching for names and phone numbers



In standby mode

Press the Phone book key.



Select the phone book you want to search in, or select **All**.



Key in the first letter of the name.



Press the OK key.

The first name saved with this letter is displayed.



Scroll to select the name you want to call.

Info gives you the phone number associated with the name.

Scrolling in the phone book

The phone book is accessible either in standby mode or during a call.



In standby mode

Press the Navigation key to access the **Scroll** submenu in the phone book.



Select the phone book you want to search in, or select **All**.



Press the OK key.



Use the Navigation keys to scroll to a name.

Info allows you to display the phone number.



Pick up the handset or press the Loudspeaker key for calling.



During a call

Press the Phone book key.



Select the phone book you want to search in, or select **All**.

Phone book



Use the Navigation keys to scroll to a name.

Press the OK key to access the **Options**.

Select **Info** to display the phone number or **Call** to start a second call.

Modifying names and phone numbers



In standby mode

Press the OK key to access the menu and select **Phone book**.



Scroll to **Edit** with the navigation keys.



Press the OK key to **Modify**.



Use the Correction key to modify the name. When pressing and holding the Correction key, all characters are deleted.



Press the OK key to confirm. Proceed the same way with the phone number.

Erasing names and phone numbers

You may erase your entire private phone book or delete entries one by one.



In standby mode

Press the OK key to access the menu and select **Phone book**.



Use the Navigation keys to scroll up to **Erase**.



Press the OK key.



Use the Navigation keys to scroll up to the name you want to erase.



Press OK and confirm that you want to erase this entry.

Memory keys

Each key of the keypad and feature keys can be used for saving a phone number or a function.



Save memory keys



In standby mode

Press the OK key to access the Menu and select **Memory keys**.



Use the Navigation keys to scroll up to the key for the memory in which you want to save.



Press the OK key to select.



Use the Navigation keys to scroll up to the type of memory into which you want to key: **Free number** or **Function** or **None** to erase the current entry.



Press the OK key to select.

For a free number



Select **Modify entry** and key in the name and number,

or



Select **Phone book** for saving an entry already saved in the phone book.

For a function



Select one of the functions in the list.

Memory keys

Speed dialing using memory keys

Activating a function

To activate a function saved in a memory key,

In standby mode,



Press and hold the number key until the name function is displayed,

or



Press a feature key (F2 is an example).



Confirm the activation of the service by pressing the OK key.
2 beeps are sounded and the message **"Service activated"** is displayed.

In idle mode, the service indicator is displayed (see "Indicators", page 8).

Deactivating a function



Press the Service key, and select the service with indication OFF.

or

Press the allocated memory key.



Press the OK key to select and once again to confirm the deactivation.

Call lists

Your phone registers the last 30 phone numbers of missed, dialed and received calls.

In standby mode,



Press the OK key to access the menu and select **Call lists**.

Use the navigation keys to scroll up to the list you want to consult.

Press the OK key to access the list you have selected.

For each registered call, you can view:

The date and time of the call	11/04/03 17:34	5	The range number of the call in the list
The number of iterations	2x	00:00:36	
The phone number and name of the caller (if saved in the phone book)	John M. 437 437 437 Options		The duration



Select **Options** by pressing the OK key to **Save** the caller's name and number in your phone book or to **Erase** call information from the list.

or



Pick up the handset or press the loudspeaker key for calling back.

Unanswered calls

In standby mode, new unanswered calls are indicated by a written message and the blinking envelope indicator.

Press the OK key to display further information as described above.

03/04/2003 17:34

2 Unanswered call(s)

OK

In standby mode, new unanswered calls are indicated by a written message and the blinking envelope indicator.

Press the OK key to display further information as described above.

03/04/03 17:34

new voice message(s)

Listen

If the caller saved a message on your voice mail, a second message is displayed **New voice message(s)**.

Call lists



When the voice mail number is programmed on a feature key, it blinks slowly to announce new voice mail messages.

Press the OK key to **Listen** to new messages or use the backlit voice mail key if set.

Erase call lists



In the **Call lists** menu,

Use the Navigation keys to scroll up to **Erase call lists**.



Select it by pressing the OK key.



Use the Navigation keys to scroll up to the list you want to erase.



Select it by pressing the OK key.

A written message confirms that the list has been erased.

Using the menu

The phone offers you an extensive range of functions that allow you to customize the phone to your needs and use it with ease. These functions are arranged in menus and sub-menus.

Menu function setting can also be done through the IP phone Web server interface (see "Configuring through a Web browser", page 37).

Accessing a menu function



The OK key allows you to enter the menu, select sub-menus and confirm any action offered on the display. This key is always associated with the word that appears in the left bottom of the display.



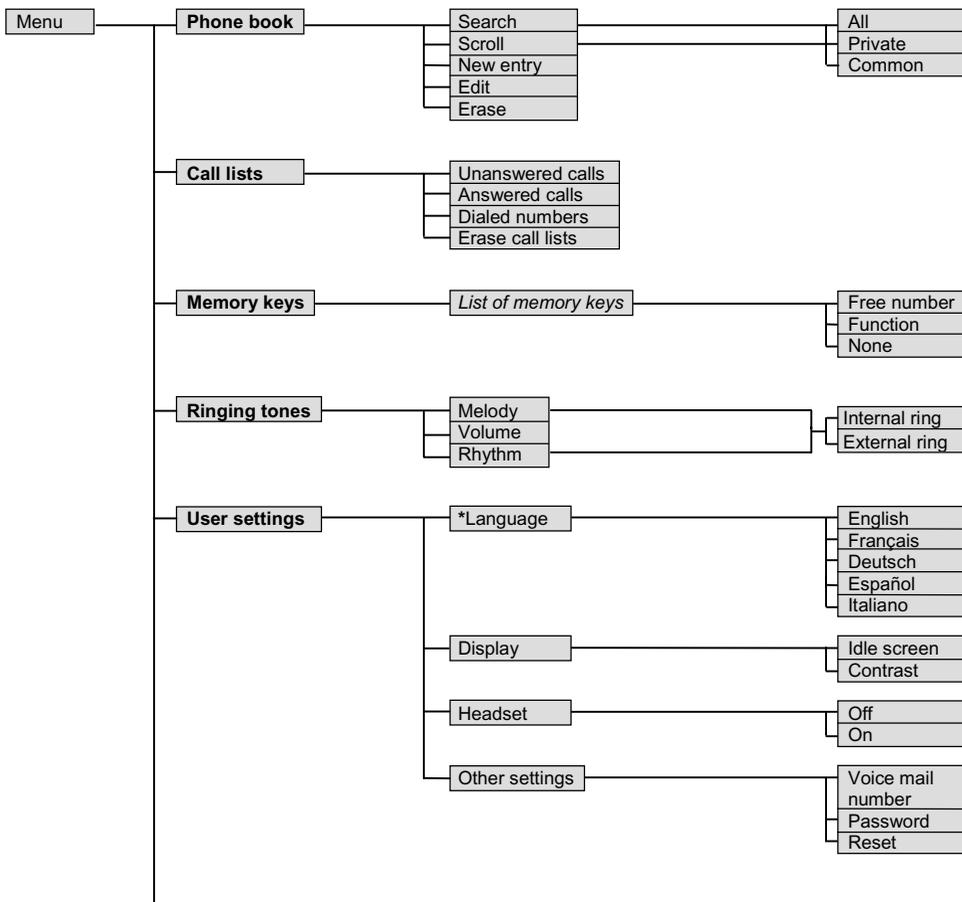
The Navigation keys enable scrolling in main menus, sub-menus, setting options and lists.



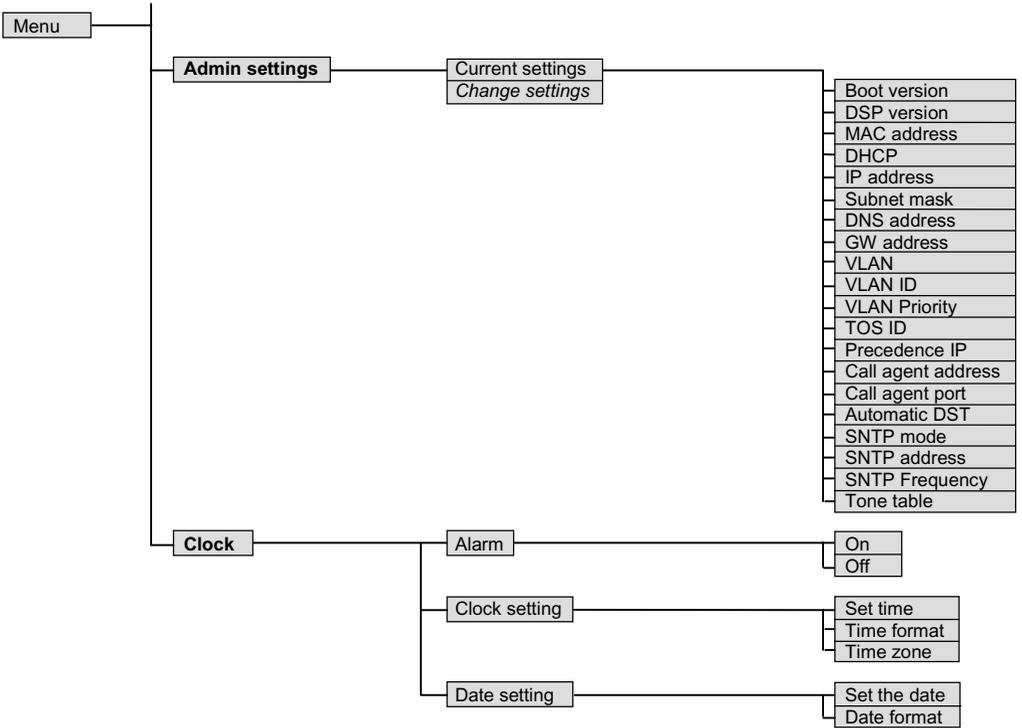
To return to the previous menu level, press the C key.
To exit the menu, press and hold the C key.

Using the menu

List of menu functions



Using the menu



Configuring user parameters

Setting parameters are divided into two categories:

- User settings: You can freely choose the setting options for the functions offered in this category. Ringing tones, display language, display idle screen, headset capability, clock alarm, voice mail number, password and reset are the customization possibilities.
- Administrator settings: rights to modify any of these parameters are reserved for your system administrator. However, the Administrator's setting options may be viewed at any time.

While configuring your phone, it is advisable to keep the receiver on the hook. If you lift the handset or if you receive a call while you are configuring, the sequence will be interrupted.

Ringling tones

In the Ringing tones menu you can define the settings - melody, volume, rhythm – for internal and external calls. You can choose from 10 melodies and even download polyphonic music in RTTTL format (5 melodies) using the phone's Web server (see "Configuring through a Web browser", page 37).

Melody

-  In the **Ringling tones** main menu,
Select **Melody** by pressing the OK key.
-  Select **Internal ring** or **External ring** by pressing the OK key.
-  Use the Navigation keys to scroll in the melody list. Each melody is played.
-  Select one melody by pressing the OK key.

Volume

-  In the **Ringling tones** main menu,
Select **Volume** by pressing the OK key.
-  Use the Navigation keys to increase or decrease the volume.
-  Confirm by pressing the OK key.

Configuring user parameters

Rhythm

-  In the **Ringing tones** main menu,
 -  Select **Rhythm** by pressing the OK key.
 -  Select **Internal ring** or **External ring** by pressing the OK key.
 -  Increase or decrease the rhythm using the navigation keys.
 -  Confirm by pressing the OK key.

Language

A choice of 5 display languages is offered: **English, Français, Deutsch, Italiano and Español** and one downloadable language (administrator setting). If the display is in a foreign language, look for a word beginning with "*".

-  In the **User settings** main menu,
 -  Select ***Language** by pressing the OK key.
 -  Use the Navigation keys to scroll to the language you are looking for.
 -  Confirm your choice by pressing the OK key.

Display

Text

In the idle state, the text field can be customized by choosing one of the following options: **Free idle text, User logo, Operator logo, Digital clock, User name, Internal number, External Number.**

Operator logo, user name, internal number and external number must be provided by your system administrator to allow their selection.

Configuring user parameters

-  In the **User settings** main menu,
Select **Display** by pressing the OK key.
-  Select **Idle screen** by pressing the OK key.
-  Use the Navigation keys to scroll to the option you are looking for.
-  Confirm your choice by pressing the OK key.



To customize the display with your logo, you should first download it through the phone's Web server (see "Configuring through a Web browser", page 37).

Contrast

-  In the **User settings** main menu,
Select **Display** by pressing the OK key.
-  Select **Contrast** by pressing the OK key.
-  Adjust the contrast of the display using the Navigation keys.
-  Confirm your choice by pressing the OK key.

Headset

If you want to use a headset instead of the handset, you should change the setting option.

-  In the **User settings** main menu,
Scroll to **Headset**.
-  Select **Headset** by pressing the OK key.
-  Select **On** using the Navigation keys.
-  Confirm your choice by pressing the OK key.
The  indicator is displayed permanently.

Configuring user parameters

Voice mail number

You can save a personal voice mail number, which will be used when the network voice mail is not set or not available.



In the **User settings** main menu,

Scroll up to **Other settings** and select it.



Select **Voice mail number** by pressing the OK key.



Key in your voice mail number. Use the Correction key if necessary.



Confirm by pressing the OK key.

Password

You will be prompted for your password before you can reset your phone.



In the **User settings** main menu,

Scroll to **Other settings** and select it.



Select **Password** by pressing the OK key.



Key in your **old password**. The default password is **0000**. Press the OK key.



Key in your **new password** and press the OK key.

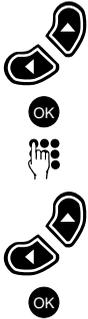


Confirm your **new password** and press the OK key.

Configuring user parameters

Reset

You can reset some of the menu settings to their original values by choosing whether to restore factory settings or to reset user settings to their original value, without changing some administrator settings (call agent address, downloaded language or service table).



In the **User settings** main menu,

Scroll to **Other settings** and select it.

Select **Reset** by pressing the OK key.

Key in your **password** and press the OK key.

Choose **Factory settings** or **User settings** with the navigation keys.

Confirm the reset.

Clock

Alarm

The alarm clock can be used as a reminder. When the alarm time expires, the phone sounds an alert tone, your text is displayed and the  indicator is displayed.



Scroll to **Clock** main menu and press the OK key.

Select **Alarm** by pressing the OK key.

Press the OK key and select **ON** to turn the alarm on, or **OFF** to turn the alarm off.

Set the alarm time and confirm with the OK key.

Key in a free text which will be displayed when the alarm rings.

Confirm by pressing the OK key.

Configuring user parameters

Clock setting

You can change the time settings if the time is not automatically given by the network.



Scroll up to **Clock** main menu and press the OK key.



Scroll and select **Clock setting** by pressing the OK key.



Select **Set time** by pressing the OK key.



Key in the time and save by pressing the OK key.



You also can choose the time format: 12h or 24h, and the time zone.

Date setting

You can change the date settings if this is not automatically set by the network.



Scroll to **Clock** main menu and press the OK key.



Scroll and select **Date setting** by pressing the OK key.



Select **Set the date** by pressing the OK key.



Key in the date and save by pressing the OK key.



You also can choose the date format: DD-MM-YY ; MM-DD-YY ; DD-MMM-YY.

Viewing administrator parameters

You have the option to view the technical and network parameters set by the system administrator, but you can't change them. See the list of parameters on page 30.

In the **Admin. settings** main menu,



Select **Current settings** by pressing the OK key.



Scroll with the navigation keys to view each parameter.



Press the OK key to go **Back** to the previous menu.

Configuring through a Web browser

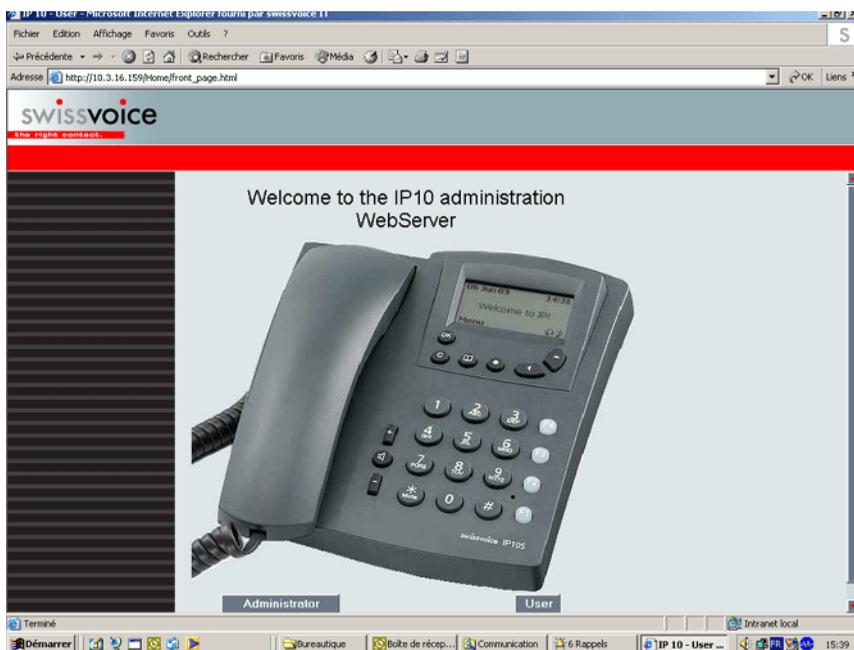
You can also configure your phone using any Web browser. It offers you a user-friendly interface for setting and modifying parameters, saving and using your phone book, and the memory keys.

Before you begin

- 1- The IP phone's connection to the corporate IP telephony network should have been set up by your system administrator. If that is not the case, follow the instructions on page 12 for connecting your phone, and ask to your system administrator for its configuration.
- 2- You should know your phone's IP address. It can be found locally in the Admin. settings main menu (see "Viewing administrator parameters", page 36).

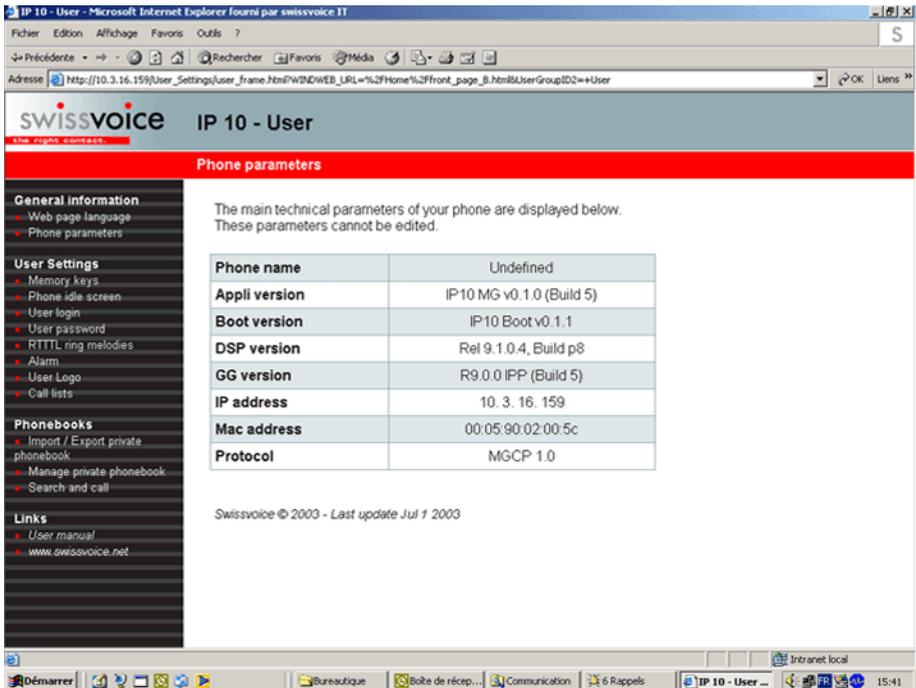
Connecting to the IP phone Web server

- 1- Start a Web browser session.
- 2- Key your telephone's IP address into the address field:
Example: **http://10.3.16.110**.
- 3- The following screen appears:



Configuring through a Web browser

- 4- Click on **User**
- 5- A window is displayed asking for **User name** and **Password**.
- 6- Enter **user** in the username field and **user** in the password field.
- 7- The following screen appears:



The menu settings appear on the left of the screen. Go through them and change the setting values as you wish. They will be changed automatically on your phone. For some parameter changes, you will be asked to reboot your phone locally to activate changes.

General information

Web page language

You can change the language used on the Web server. The following languages are available: English, French, German, Spanish, Italian.

Configuring through a Web browser

The fifth language is customizable by your system administrator, who is able to download another language.

Phone parameters

This gives an overview of the main technical parameters.

User settings

Memory keys

From this page, you can save a phone number or a function on each dialing key and on each feature key.

If a phone number has been saved, you can also manage a call (Dial – End call) from this page.

Phone idle screen

Free idle text: You can key in the text you want to be displayed in idle state on your phone.

User logo: You also can choose a logo. In that case, go to the User logo page to download it.

Time & date are managed by the system administrator. Otherwise, you can save it locally on your phone.

User name, internal number, external number and **operator logo** are set by the system administrator. Otherwise, you will not be able to select one of these options to be displayed in idle mode.

User login / user password

You can change the login and the password for access to your IP phone's Web page. Your login and password must be at least four characters long.

RTTTL ring melodies

You can choose from 10 ringing melodies or download any polyphonic music (up to 5), one for external calls and one for internal calls.

Customizing ring tones

Browse to a music file (.txt format) in your PC directories.

Select **Import** for importing the selected music on your phone.

Select the music name in the list above and click on either **Select int** or **Select ext**.

You can also copy a music sequence into the **Tones** field and **Save** it. It will be downloaded to your phone in the ring tone list.

Conversely, you can save the ring tone list you have in your phone to your PC. Just click the **Import** button.

Configuring through a Web browser

Alarm

To activate an alarm, select the **On** button and key in the time and a text which will be displayed when the alarm rings.

Once the alarm is activated, the  symbol appears at bottom right of the phone display.

User logo

You can customize your phone display with a logo. Just browse to the file you want in your PC directories (format: gif , jpg), open it and click on the **Submit** button.



The user logo option must be selected if you want the logo to be displayed as idle text (see "Display", page 35).

Phone books

Import private phone book

You can import an existing private phone book into your phone, provided it is in csv format.

In the other direction, you can easily upload the phone book saved in your IP phone to your PC.

Manage private phone book

This window offers an easy way to enter names and numbers in your private phone book. Use the name and number field to save new entries or change existing ones.

Search and call

Select one name and call this person by pressing the **Dial** button.

You can directly speak in hands free mode and **End** the call from this window.

Appendix

Troubleshooting

If your phone is not functioning as it should, first try to find the fault in the following table. The following tips should help you correct the fault:

Problem	Possible cause	Remedy
No dialing tone.	No connection to the LAN.	Ensure that the LAN connection cables on the phone and at the LAN socket are correctly plugged in.
No display.	No power.	Ensure that the power cable jack is correctly plugged in, or if the phone should normally be powered by the network, inform your system administrator.
"Waiting for call manager" message, no dialing tone.	One of the following parameters is not set correctly: <ul style="list-style-type: none">- Phone IP address- Call agent address and subnet mask- Gateway address	Check these parameters with your system administrator.
Your call partner cannot hear you or you cannot hear him.	The handset cable is not correctly plugged in.	Ensure that the handset cable is correctly plugged into the handset and the telephone.
Time is not the one you've programmed.	Time is automatically specified by the network.	Ask your system administrator.
"Phone needs to be rebooted" message.	Following changes in the configuration of the phone, a reboot is needed to take effect.	Press the "OK" key to reboot the phone.
Phone does not always ring.	Call forwarding active or Do not disturb facility set.	Read the relevant section of the user guide.

Warranty conditions

Your product is covered by a guarantee that is in accordance with the legal provisions of the country in which you purchased the product and which runs from the date of purchase. Please retain the receipt as proof of the date of purchase. Within the guarantee period, all faults that are the result of defective materials or manufacturing faults will be repaired free of charge. Repairs under guarantee will either be carried out by repairing the defective product or exchanging it, at the supplier's discretion. Defects that do not significantly affect the value or use of the product as well as expendable items or damage that has been caused by improper use, through fair wear and tear or by interference with the product from third parties, are not covered by the guarantee. Possible consequential damages resulting from the use, the failure or faults on the product, in particular any liability for pecuniary loss, are excluded from this guarantee.

Appendix

In the event of a claim under the guarantee, please contact the reseller or the service operator from whom you purchased the telephone.

Declaration of conformity for the European Community

The declaration of conformity applies for European Community, Switzerland, Norway, Iceland, Romania, and Liechtenstein.
This equipment is in compliance with the essential requirements and other provisions of European Union Directive 1999/5/EC.

Compliance and safety information

Your IP phone meets the following regulatory compliance and safety standards:

CE marking, indicating compliance with the European Union Directive 1999/5/EC. It includes the following safety and EMC standards:

- User electrical security EN 60950
- Federal Communications Commission Part 15 Class A (see "Certification information", page 3).

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We reserve the right to amend delivery options and modify technical specifications.