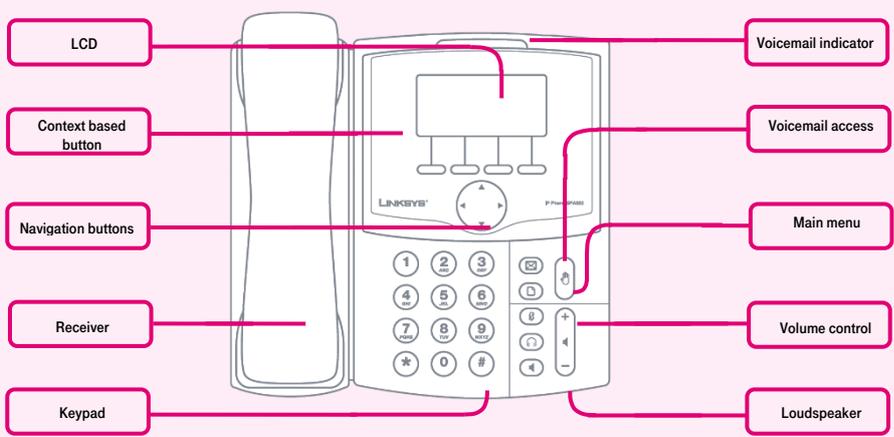




**Before you start using the phone**

Click the stand to the 4 holes on the bottom side of the phone. Connect the receiver cord to the receiver and to the telephone port marked with the receiver icon. Connect one end of the LAN network cable (black) to the port on the bottom of the phone marked "WAN" and the other end to the Internet modem, router or switch. If required, you can also connect your PC or laptop to the port of the phone marked "PC". If your network does not support PoE (Power on Ethernet), you must use the power supply adapter for the telephone (optional accessory). The phone will then turn itself on automatically and the LCD will display "Initializing..." This may take several minutes during which the telephone will update itself and may restart



automatically. Then the registration within the network will follow. For settings all functions virtual PBX services, please log on the portal [portal-uc.gtsce.com](http://portal-uc.gtsce.com). The name is your

telephone number. After the first login you will be prompted to change the "Password" for added security. Help is the right upper corner. Additional instructions are available in the "Download" section.

**1. Making a call**

Pick up the receiver or press the "loudspeaker" button and dial the telephone number using the keypad. After you end the call, press the "loudspeaker" button again or replace the receiver. You can adjust the sound volume in the receiver using the "volume" rocker button. The microphone may be deactivated during the call by pressing the "MUTE" button and re-activated by pressing the button one more time.

**2. Navigation**

The navigation button is used for browsing through menus. The context based Select button is used for confirming the choice. Context based buttons change their function automatically depending on the current status of the phone.

**3. Repeated dialing**

If you wish to call one of the recently dialled numbers, open the list of recently dialled numbers by pressing the "repeat" button.

**4. Forwarding a call**

An inbound call may be forwarded using the "forward" button. After pressing the button, enter the number to which you want to forward the call. The call will be forwarded to

the respective number after you have pressed the "forward" button one more time.

**5. Forwarding a call without consulting**

Press the "forward" button during an on-going call and enter the number to which you want to forward the call. Press the "forward" button one more time and the call will be forwarded.

**6. Forwarding a call with consulting**

Press the "forward" button during an on-going call and enter the number to which you want to forward the call. Press OK to dial. Now you can speak to the called party. Press "forward" again to forward the first call.

**7. Telephone directory**

A directory of telephone contacts has been prepared for you in the telephone set. The directory is divided into personal and enterprise sections and it may be edited using the [portal-uc.gtsce.com](http://portal-uc.gtsce.com) portal. The directory is opened by pressing the "directory" buttons on the default screen of the telephone and selecting the personal or enterprise directory. This is used for viewing and editing the directory.

- use the navigation button to move in the menu and select a name in the directory
- you can choose the following items: "call", "clear", "edit", "cancel", "copy" or "paste"

**Adding a new entry in the directory:**

- in the directory menu, push the softbutton marked "add".
- add the following items: Name, Number and select the Ring tone type (Ring) – Use the navigation button and the phone dial pad
- if you enter a wrong character, push "delChr" to delete that character or "clear" to delete the entire value
- to copy an already existing record, use the "copy" and then "paste" feature
- to change the ring tone, push the soft button with the "Ring" feature
- to save, push the soft button with the "save" feature; this will save the record in the directory

**8. Speed dial**

You can enter up to 8 speed dial numbers into your phone.

**Adding a new number:**



