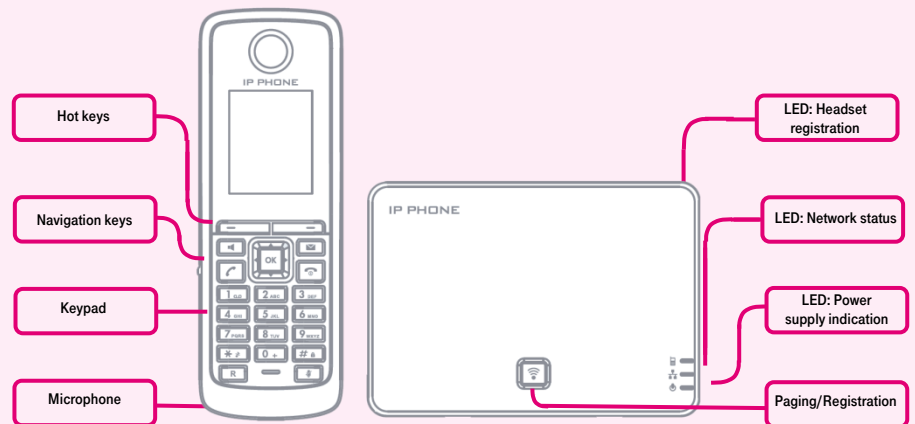




## Before you start using the phone

The IP phone package that you have received from us contains the following: **base station, wireless receiver, receiver power supply station, power supply adapters, network cable and batteries.** Preparation of the telephone and the base station will only take a few minutes. Put both batteries to the portable receiver. Connect the power supply adapter to the receiver power supply station and plug it to the wall socket. Plug one end of the black Ethernet cable to the port on the side of the base station and the other end to the modem, router or switch port designed for IP phones. If the switch does not support power supply via the Ethernet cable, connect the power supply cable to the base station and plug the adapter to the wall socket. Check the IP phone's base station now. An indicator lamp at the right lower corner should be on and then another one. As soon as the third indicator lamp is lit, you can turn on the wireless receiver by holding the "End call" button. Check the LCD of the phone now. It should show "Welcome" -> "Searching for Base" -> "initializing data". When your reduced telephone number has appeared after several tens of seconds, everything is ready and you can start making calls. We have implemented the **telephone directory** of your company directly in the phone. Have the information provided during service handover, i.e.



your **telephone number** and **access password** ready. **Enter the menu** of the phone. Use the arrows and the OK button to browse through the menu. Go to "Directory" item and press OK. Continue by pressing "Network Dir" -> "Item 1" and confirm with OK. Enter the password you have received under the "password" field. Save everything by pressing OK. Use the same password for login to the **portal-uc.gtsce.com** portal. **The name** is your **telephone number**. Here you can customize the Virtual PBX service to suit your needs.

### Pairing wireless receiver on the base station

The W52 IP phone set (base station and wireless receiver) is already paired. To add more wireless receivers WP52H (up to four)

the following procedure is required: Hold the button **Paging/Registration** for several seconds on already connected base station - Indicator "**LED: Headset registration**" on base station (with a picture of the phone) will flash. On the wireless handset turn on the pairing mode: Press the "OK" button and select **Settings -> Registration -> Register handset**. All available base stations will be displayed. Choose the one you want to assign a receiver and enter confirmation code "0000". If you want to assign more receivers to a single base station, repeat the procedure for each of them. User accounts (that are prepared on a base station), will be assigned to wireless handset in order as they are registered.

## 1. Making a call

Press the respective digits to dial the telephone number. Press "Receive call" to confirm. Press "End call" to end a call. You can switch between the "Loudspeaker", "Headset" and "Receiver" anytime during the call.

## 2. Navigation in general

Navigation buttons are used for browsing through the menu. The OK button is used for confirming the choice. The menu may also be browsed using the navigation buttons. You can access the settings by pressing the OK button.

**OK - Voice message** - will connect your telephone with your voice mailbox by your VoIP provider, if such function I supported. The function must be configured: **OK - Voice message - Set voice message - number - Status to approved and enter the number - OK.**

## 3. Telephone directory

Virtual PBX uses two telephone directory platforms: enterprise and personal. The enterprise directory always contains all active users within the company. The personal directory is intended for the user's private contacts. You can add, edit or delete items of

the personal directory using the **portal-uc.gtsce.com** portal.

## 4. Searching the telephone directory

Press the sequence of **OK - Directory - Local Dir**. Start searching the respective contact by pressing up, down buttons. To search the enterprise directory, press the sequence of **OK - Directory - Network Dir**. For quick search (by person's first or last name), use the keypad to enter numbers corresponding to the letters; press the respective button only once for each letter. The combination of letters corresponding to the digit to be pressed can be





found on the phone keypad or in the following table:

Required character	Numbers
A, B, C	2
D, E, F	3
G, H, I	4
J, K, L	5
M, N, O	6
P, Q, R, S	7
T, U, V	8
W, X, Y, Z	9

**Attention:** Pressed digits appear on the display while being entered, but the selection is underway. The principle is similar to that used by the predictive “T-9” dictionary used for writing SMS. Selection of entries of the telephone directory is reduced to the items corresponding to the entered letters. You can browse the list using the up and down arrows a call the contact by pressing OK. This principle is about 10 to 15 times faster compared to common search.

**5. Call listing**

Press the Calls context button; the following buttons will appear: **list of all call, outbound calls, answered calls, missed calls**. To dial number from the list, press the “**Receive call**” button or **Preview** for detailed information. Deleting call lists: Press the sequence of **Calls - OK - Options - Delete all**.

**6. Dialling the last called number (Redialling)**

Press the **Receive call** button. This will display the list of recently dialled numbers.

**7. Call forwarding, call parking, conference calls**

Forwarding a call without consulting: Press the “**Ext. call**” button during the call, dial the telephone number and press “**Receive call**”. Forwarding a call with consulting: Press **Options - forward** during the call, dial the telephone number and confirm by pressing **Forward**. You can talk to the other party and then forward the call to them by pressing the **Forward** button one more time.

Call on hold: Press **Options - On hold** during the call. Restore the call with the other party using the **Back** context button.

A conference call for 3 participants: press **Options - Conferences** during the call, thus holding an active call with the first party while hearing the dial tone. Call the other party, i.e. dial the number and confirm using the **Conf.** context key. After the call has been established, connect all participants by pressing the **Conf.** button. **Functionality of the services (call forwarding, call on hold and conference) depends on your VoIP provider!**

**8. Receiver volume, speaker volume (Hands Free), phone ringing volume**

Adjustment of key volume: Press the sequence of **OK - Settings - Sound - Alert tone - Key tone**. Using left and right arrows, allow/restrict tones and save the changes by pressing the **Save** button.

Adjustment of phone ringing volume: Press the sequence of **OK - Settings - Sound - Ring tone - Volume**. Use left and right arrows to set the required changes and save them by pressing the **Save** button.

**9. Czech language in the phone**

In addition to other changes, several options: English, Czech, etc. Czech language is set as default. If you prefer e.g. English, you can select it in the phone menu: **OK - Settings - Language**.

