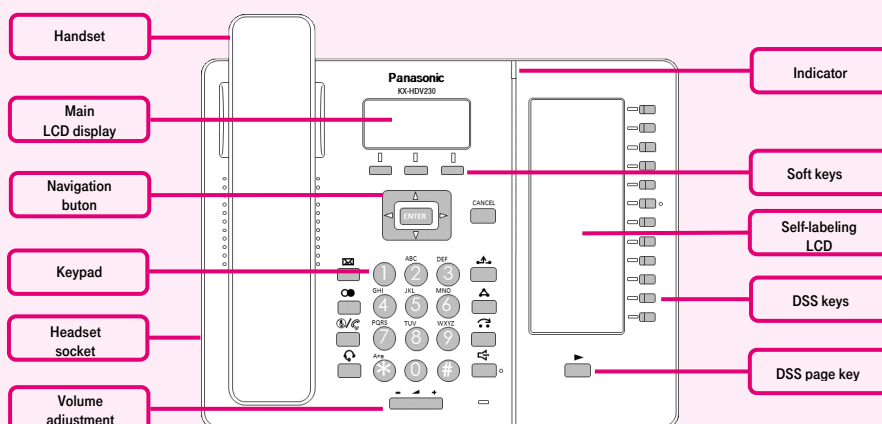


Before you start

Package content: **Telephone set, Handset, Wires, Telephone Stand and Screws for Wall mounting.** Insert the telephone stand into four holes on the underside of the telephone set (so that the telephone can stand on the desk). In case of installation on the wall, use two large screws to mount the unit and a small one to attach the adapter to the unit. Attach one end of the handset cord to the handset and the other end to the socket on the telephone marked with handset. Attach the **LAN** cable (black cable) to the socket on the underside of the telephone marked "**Internet**" and attach the other end of this cable to internet modem, router or switch. If the Managed LAN service is used, the telephone and the PC can be connected in cascade. Attach the Managed LAN switch cable to the socket on the underside of the telephone marked „**LAN**“ and attach the LAN cable from the PC to the socket marked „**PC**“. If your network does not support PoE (Power on Ethernet), it is



necessary to use a power adapter (an optional accessory). The first launch of the phone can take several minutes, during which the phone is updated, and eventually reboot itself. Please do not disconnect it from the power. After the phone is registered to the network, the date, time and your telephone number appears. Everything is ready and you can start making calls.

Right in the telephone a list of telephone contacts has been made ready for you to use, which is updated once a day. You may find here the call history – **received, dialed and missed calls**. For additional settings use the web page <https://hlas-navody.t-mobile.cz/ip-komplet-telekonference>. To sign in, use the **username** and **password** you received at the handover.

1. Making a Call

Lift the handset or press the "**SP-PHONE**" (Loudspeaker mode is activated) or "**HEADSET**" (when using the Headset) and enter the required telephone number using the numeric keypad. During a call, you can deactivate the microphone by pressing "**MUTE**".

2. Speed Dial

To set up the speed dialling, press and hold **(0-9)** button. Press "**Menu**" and select "**Edit**", enter the contact name and then the phone number. Then it is possible to select "**Auto Call**", the phone number is dialled on prolonged holding, or "**Manual**", the phone number is dialled while pressing the „**SP-PHONE**“ button or „**HEADSET**“ (when using the Headset).

3. Telephone Directory

Within the Virtual PBX service there are three different telephone directories: **Enterprise**,

Enterprise-Common and Personal. Corporate directory contains all active users of the company, external numbers cannot be saved here (e.g. employee mobile numbers or external partner telephone numbers). All users have it read-only.

Into the **Enterprise-Common** directory any number can be saved. For its administration it is necessary to log in to the <https://hlas-navody.t-mobile.cz/ip-komplet-telekonference> portal as an administrator of a company or branch. All other users have it read-only.

Personal directory is intended for user private contacts, is available on all user devices and in **UC-One** application. Administration (adding, editing or deleting items) can be done via the <https://hlas-navody.t-mobile.cz/ip-komplet-telekonference> portal.

4. Searching in Telephone Directory

An item in the telephone directory can be searched by entering a name: Press the status button „**Tel. Directory**“, and then select

the type of the directory and confirm by „**OK**“. Enter the name or the first letters of that name and confirm „**OK**“. In T9 mode just press the key once, the phone searches for all the items corresponding the letters below the key. This method is significantly faster. Select the required item and press „**OK**“. Select the required telephone number and press the „**SP-PHONE**“ button or lift the handset to make a call. Switching between the insert modes can be done by clicking the right status button.

5. Call Register

Press the „**Calls**“, hot key. Then choose whether to view missed calls, incoming or outgoing calls. Click „**OK**“ to confirm. Consequently go through the list using the up/down arrows. If you want to call the selected telephone number, press „**SP-PHONE**“, or „**HEADSET**“ or just lift the handset.

6. Redial

To dial the dialled number press the „REDIAL“ button.

7. Call Hold and Park

To hold the call, first, press the „HOLD“ button, the caller hears music. To return to the call on hold press the „HOLD“ button again.

Parking: To set up during a call press the „Menu“ button and then „Park“. Afterwards enter the number, you want to park the call on and press „#“ to park the call on your number. To restore the parked call press the „Park“ hotkey and enter the number, where the call is parked or press „#“ again to restore the parked call on your number.

8. Call Transfer

Call transfer without consultation: Press the „TRANSFER“ button during the call. Dial the number of a participant, you want to transfer the call and press „Dial“. Wait until the other participant logs in. Press again the „TRANSFER“ button or hang up.

Call transfer with consultation: Press the „TRANSFER“ button during the call. Dial the number of a participant, you want to transfer the call and press „#“ or „Dial“. You can talk the other participant, transferring can be done by pressing the „TRANSFER“ button and hanging up.

9. Three - Participant Conference Call

During the call you can add to the ongoing conversation another participant so you can make a conference call. To make the conference call press the „Conference“ button. Dial the number of a participant you want to add and after he logs in press the „Conference“ button again.

10. Language Settings

The language setting of the telephone is dependent on the user profile settings in the <https://hlas-navody.t-mobile.cz/ip-komplet-telekonference> portal. You can choose between Czech, English or German when necessary. All announcements for incoming

and outgoing calls are set up in the same language.

11. ECO Mode

Enabling this mode reduces the electric energy consumption of the unit. First, press the „Menu“ status button. Select „ECO Mode“ and confirm „OK“. Then select „Enable“ and again confirm by „OK“. After the ECO Mode setting is changed, the unit is restarted.

ATTENTION: The PC port on the telephone does not work in ECO Mode, because in this mode you cannot operate the PC in cascade.

12. Voice Message Listening

If you receive a voice message, the „Voice message“ text is displayed and a number of voice messages in voice mail. To access the voice mail press the „Voice mail“ button. This function cannot be used when the call is held.

13. Adjusting Volume

Adjusting handset and loudspeaker volume: During a call you can adjust the volume by pressing the dual -/+ button. Similarly, adjust the volume during an ongoing loudspeaker mode call.

Adjusting telephone ringtone volume

You can adjust the volume of ringtone by pressing the dual -/+ button when there is no ongoing call.

14. Operating an Expansion Panel

An expansion panel has 24 individually programmable positions. There are only 1-12 positions displayed on LCD, to switch to positions 13-24 press the key with an arrow symbol in the bottom of an expansion panel. Programming a function for each position can be done in "Menu" - „Basic settings“ - „Buttons settings“ - „Program. Key“ - then press the appropriate key of the expansion panel. Then select the required function.

BLF (Busy Line Field): This serves for monitoring the status of the participant (free, busy). Thus configured button can then be used in the speed dial function or to pick up incoming call of that participant. **ATTENTION:** The participants must be previously assigned to <https://hlas-navody.t-mobile.cz/ip-komplet-telekonference> portal.

One Touch Dial / Speed Dial: Firstly, put a telephone number, then the name, which will display on LCD. This function can be used to build a multi-way T-Mobile „Meet Me“ conference. Enter the <teleconference telephone number>P<conference key> to the field, e.g.: 123456789P112233. „P“ can be inserted by clicking the „Pause“ status button.

Line: To assign other user accounts – multiple telephone numbers can be operated on one device. Line function can also, for example, monitor a line where the telephone number is called or select a line from which you want to call.

Call Forward: A missed call redirection function to a specific predefined number.

Transfer: A received call transfer function to a specific predefined number.

Blind Transfer: Transfer function to a specific telephone number without a call with the participant.

Conference: Building a multi-way conference call with predefined telephone number – we recommend using the Teleconference (Meet Me) service, see „One Touch Dial“.

Phonebook: To access the predefined type of phonebook.

Call History: To direct access to a list of incoming or outgoing calls.

	SP-PHONE
	HEADSET
	Telephone directory
	Calls
	Menu
	REDIAL
	TRANSFER
	HOLD
	Conference
	Voice Mail
	MUTE

20→A

T9

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Panasonic