Communicator for tablet
Aplication
Desktop
Sharing Customer portal
Presence
Easy call
Calling line
Mobility
Busy line
Unified communications
Call forwarding
Attendant
HD voice
Videocall Chat
Programmable buttons
Voice mail
Communicator for mobile
Receptionist
Anywhere
Hand group
SNOM
Meeting Point
3-way conferencing
Paralell ringing
Pickup groups
Chat Calling line
Virtual colaboration
Calling line
Desktop communicator
Mobility Easy call Attendant
Attendant
Free calling
Busy line field
Pickup groups
Busy line
Video call
Presence

## Before you start using the phone

The IP conference phone package that you have received from us contains the following: **IP conference phone, power supply adapter and cabling**. Turn the IP teleconference phone upside down and open it as per the instructions on the bottom side. Plug one end of the black Ethernet cable to the phone port marked **„LAN"** 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 open bottom of the phone, the port marked **„power"** and connect the adapter to the wall socket. Check the phone's LCD now. The display should show the brand and type of the phone followed by **„System is booting"** your IP adress phone system startup message. When the name/designation of the phone has appeared after a few minutes, everything is ready and you can start using our phone. 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 **„up, down"** arrows and the **„OK"** button to browse through the menu. Go to **„Account"** and press **„OK"**. In the newly displayed list go to **„user login"**. Continue by selecting **„password"** and **„name"** item. Enter the password and name that you have

received. Save everything by pressing **„OK"**. Use the same password as used 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. Help for all functions is available upon clicking the **„Help"** button. Additional instructions may be obtained upon clicking **„Download"**.
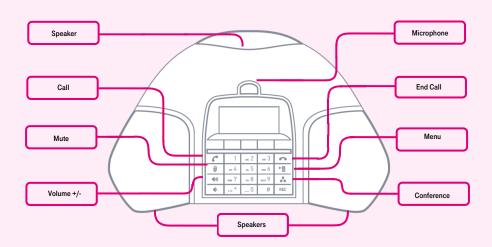
## 1. Making a call

Enter a telephone number and confirm it using the **Call** button. You can end the call using the **End Call** button

## 2. Navigation in general

The telephone features context dependent buttons used for browsing through the phone. Context dependent buttons change their function automatically depending on the actual status of the phone.
I.e.: the sequence **Menu-2-4-1** means pressing the button sequence MENU, 2, 4, 1. You can return to the default status by repeatedly pressing the **End Call** button. The **„OCIP"** context dependent button will display the telephone directory. The **„Call History"** context dependent button is used for displaying the list of dialled numbers. The **„forward"** context dependent button is used for complete forwarding of all calls to a defined number.

**„Left and right"** context dependent button is used for browsing through the phone's directories up and down buttons. The **„MENU"** button is used for entering the configuration menu of the phone. The „Call" button is used for redialling the last dialled number and displaying the dialled numbers – Redial.

## 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 **„OCIP"** button. The respective telephone directory will be displayed. Use the up and down arrows to browse through the

directory; press **„Call"** to dial the selected contact. **For quick search** (by the person's first or last name), enter the letters using the keypad – keep pressing the respective digit until the required character appears on the display.

| Required charakter | 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 |

## 5. Call listing

Press the **„Call history"** context button. The **list of all calls** will appear. To select other parts of the history, press **„up"** or **„down"** navigation buttons. This will display **„missed, answered, dialled"** calls. To call the numbers in the list, press the **„Call"** context button or

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„OK" context button, or press the „Call History" button for detailed information.

**Deleting the list of calls**: Press the „Call" context button. This will **display the list of all calls**. To display further history, keep pressing „up" or „down" navigation buttons to display „**missed, answered, dialled**" calls. Press the „**Delete**" (centre) context button to delete all calls in the list. Press „**Delete**" (right) to only delete the highlighted calls.

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

Press the **Call – Call** button. This will redial the last dialled number.

### 7. Call forwarding, conference calls

Forwarding a call without consulting: this can be fixed by pressing the „**forward**" context button

A conference call for 3 participants: Call the first person. Press the „**Conference**" button, thus holding the active call with the first person and hearing the dialling tone. Call the second participant and press the „**Conference**" button again. The conference has been established.

### 8. Speaker volume, ringing volume

Adjustment of call volume: Adjust the call volume **during the call** using the „**Volume+ / Volume-**" buttons. Adjustment of phone ringing volume: Adjust the ringing volume using the „**Volume+ / Volume-**" buttons.

### 9. Czech language in the phone

The language setting of the phone depends on the setting of the user profile on the **portal-uc.gtsce.com portal**. • Select „**Profile**" in the left side bar, „**Profile**" in the basic setting and select the required language („**Czech**" or „**English**") and press **OK**. The portal language will change after new login to the portal. The phone language will change after turning the power supply off and on. The language setting on **portal-uc.gtsce.com** has priority over setting via the phone menu.