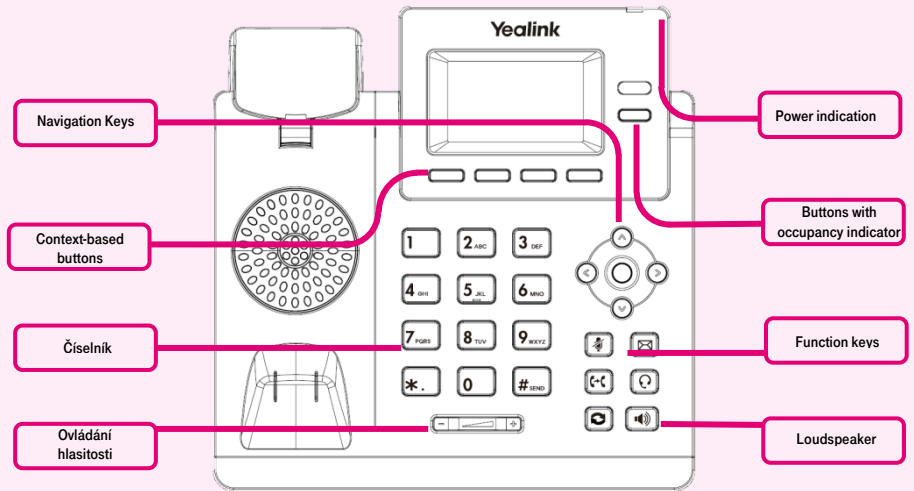


### Before you start to use your phone

The IP phone package you received from us includes: **IP phone, handset, power adapter and cables**. Take the stand and snap it to the phone from the back. Connect one end of the twisted pair cable to the handset. The other then into the phone to the jack marked with the handset. Plug the Ethernet cable into the phone into the socket marked internet. Plug the other end into a modem, router, or switch into the IP phone jack. If the switch does not support Power over Ethernet (PoE), connect the AC adapter to the phone and plug it into an electrical outlet. Now check the phone display. "Welcome Initializing" - "Please Wait" should appear on the display. When your abbreviated phone number appears after a few minutes, everything is ready and you can start calling.



We have prepared a **telephone directory** of your company for you directly on the phone. Now have the data obtained during the handover of the service, your **telephone number** and the **password ready**. Use the password to log in to [hlas.t-mobile.cz](http://hlas.t-mobile.cz).

The **name** is your **phone number**. Here you can adapt the Virtual PBX service to your needs. Help for all functions is available by clicking on the **"Help"** button. For more instructions, click on **"Download"**.

### 1. Calling

Start dialing, pick up the handset, or press the Speaker key). Enter a phone number. Confirm the selection by picking up the handset, the OK navigation key or the # key). To end the call, hang up or press the Speakerphone button again.

### 2. Control in general

The **navigation Buttons** are used to move in the menu. The **OK** button is used to confirm the selection. The phone also has the following key groups: Keys with occupancy indicator (BLF function) and context-sensitive keys. Buttons with occupancy indicator can be set via the web portal [hlas.t-mobile.cz](http://hlas.t-mobile.cz). Context-sensitive buttons change their function automatically according to the state of the phone. The menu can be scrolled with the navigation keys or by direct dialing with the number key, as each selection is numbered. Further in the manual we will talk about the so-called sequence, which means calling up the configuration menu with the context-sensitive "Menu" button and pressing direct dial 1-9.

That is: the sequence **Menu-2-4-1** means successively pressing the MENU, 2, 4, 1 keys. To return to the default state, use the Back-Back-Back-Exit context-based button.

Context-dependent button button Hold – puts a call on hold (with music)

Context-dependent button button Transfer - transfers a call

Context-dependent button button MENU - enters menu.

**Mute** button - used to deactivate the microphone. To reactivate, press the button. for the second time.

**Message** button - connects the phone to your voicemail, settings: **MENU-5-1-2**.

**Transfer** button - used to transfer an ongoing call

**Headset** button - switches the sound of the headset / microphone to the headset.

**Redial** button - opens the list of recently dialed numbers.

**Speaker** Button - Used to activate speakerphone.

### 3. Phonebook

As part of the virtual exchange service, two telephone directories of the platform are used: corporate, personal and external. The company list contains all active users of the company; external numbers (eg employee mobile phones) cannot be stored in it. All users have read-only. The personal address book is intended for the user's private contacts. It is individual for each line. Add, edit or delete personal list items either directly in the phone menu or via the [hlas.t-mobile.cz](http://hlas.t-mobile.cz) portal. Any number can be stored in the external directory, but for administration it is necessary to log in to the web portal [hlas.t-mobile.cz](http://hlas.t-mobile.cz) as an administrator. Other users have it read-only.

