



Making a Call



Pre-Dialing (allows corrections & quick calling out).

- **Handset:** enter the phone number then pick up the handset.
- **Handsfree:** enter the phone number then press .
- **Headset:** enter the phone number then press .

While entering the phone number use the **[Delete]** softkey to replace an incorrect digit.

Note: you can first lift the handset, press the Headset key or press the Speakerphone key before dialing but pre-dial sends the call faster since the action of pressing these keys after dialing causes the immediate sending of the number.

Answering a Call

- **Using the Handset:** pick up the handset.
- **Using the Speakerphone:** press .
- **Using the Headset:** press .

Putting a Call on Hold

Exclusive Hold – call held for you only.

1. Press the **[Hold]** softkey. Caller is put on Exclusive Hold.
2. To retrieve the call press **[Resume]** softkey.

Note: when there are more than one active calls, select the desired call with the Navigation keys and use the corresponding softkey to **[Hold]** or **[Resume]** that call.

System Hold (shared) – any user can pick up calls on System Hold 1 or 2.

1. While on a call press an idle (green) Hold key 1 or 2
2. To retrieve the call on Hold 1 or 2 press that key at any telephone.

Notes:

1. System Hold keys are red when a call is held there.
2. System Hold keys become available (green) immediately after any user retrieves a call from one of the System Hold keys.

Call Transfer

Attended Transfer:

1. Press **[Xfr]** softkey during an active conversation. That call is put on Exclusive hold.
2. Dial the transferee number (extension or outside number.)
3. When the transferee answers you can announce the call.
 - a. If the transferee wants the call, press the **[Xfr]** softkey to complete the transfer.
 - b. If the transferee does NOT want the call, press **[End]** softkey to disconnect the transferee and then press the **[Resume]** softkey to return to the call on Exclusive hold.



Blind Transfer:

1. Press **[Xfr]** softkey during an active conversation. That call is put on Exclusive hold.
2. Enter the transferee number and then press the **[Xfr]** softkey.




3-Party Conference

1. While connected to the 1st call, press **[Conf]** softkey. The 1st call is placed on Exclusive Hold.
2. Call the 2nd number. (Hint: press **[Ea]** when finished dialing to send the number faster.)
3. After the 2nd call is established, press the **[Conf]** softkey to connect the three people (2 called and yourself) in a conference.

Mute


1. Press  to Mute the microphone during a call.
2. Press  again to un-Mute the microphone.

Call Forward





1. Press **[Menu]** > Features > Call Forward.
2. Select your extension (top of the list).
3. Select the type of forward (Unconditional, Busy, No Answer).
4. Use the  or  keys to Enable/Disable.
5. Press  to **Forward To** and input the destination.
6. Press **[OK]** softkey or Navigation key.

Voicemail

If you have voicemail messages waiting the red lamp at the upper-right corner of your phone will flash.




1. To access your mailbox, press  or **[Vmail]** softkey.
2. Input your password (1111 is the default) and follow the voice prompts to listen to your messages.

Call List

1. Press  key or **[CallLog]**.
2. Scroll through the lists using the navigation keys .
3. To dial an entry, press the **[Dial]** softkey or pickup the handset or press the  or .

Contacts

Access Contacts:

1. Press  key or softkey **[Menu]**.
 - a. If you started using Menu select Contact.
2. Select Local Contacts.
3. Select All Contacts or Add a new group.
4. To dial an entry, navigate to the entry and press **[Dial]** softkey or pickup the handset or press  or .

Add new entry:

1. Select Contact as above then All Contact or other group.
2. Press **[Add]**.
3. Enter name and number and press **[OK]** softkey.

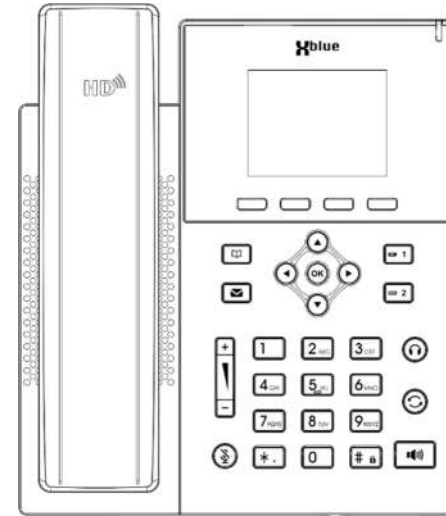
Do Not Disturb

1. Press **[DND]**. (Use **[More]** if it is not shown.)
2. Press **[DND]** again to remove DND.

Redial

1. Press  to redial a number that was previously dialed.

Xblue®

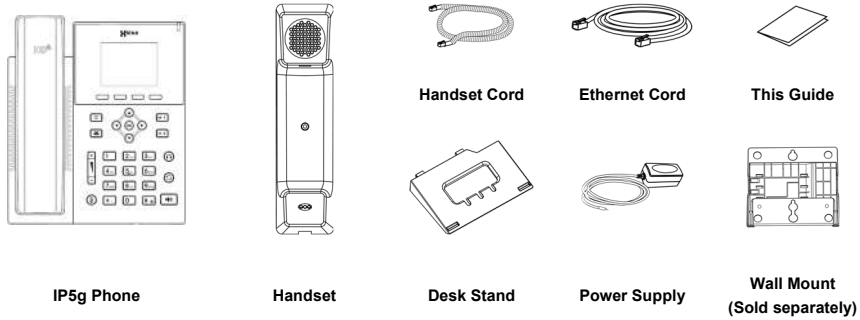


IP5g

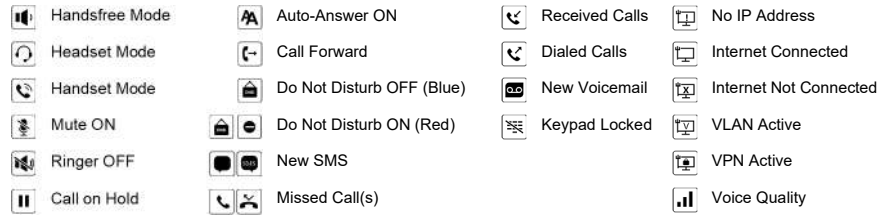
Quick Reference Guide

Extension Name : _____
Extension Number : _____
Voicemail Password : _____
Setup Password : _____

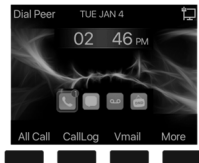
Packing List



Screen Icons



Keys Features



Softkeys (under display) are interactive with the displayed functions. "More" displays additional options.

Message Waiting Indicator



Left, Right, Up & Down Navigation Keys



Shortcuts (must be idle):

- Up - Call Log
- Down - Phone Status info
- Right - ICON access

Contacts key



Voice Messages key



System Hold keys (access at any phone)



Headset key



Redial key



Mute key

When connected on a call press to Mute/Unmute
Note: pressing Mute while idle turns of the Ringer.



Volume key (up/dn)



Handsfree key
Activate/Deactivate speakerphone



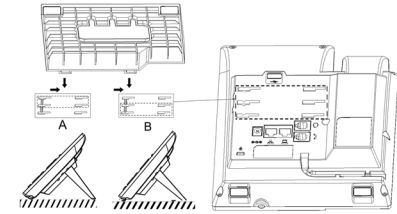
Hash/Lock key
Pressing the hash sign key for 3 sec or more will lock your phone.



Installation Tips

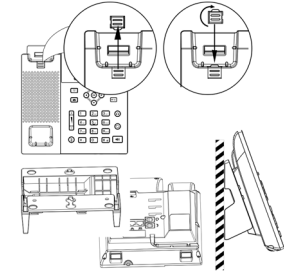
Desk Stand Installation

- Determine the desired angle: Low (A) or High (B).
- Use the illustration at the right to choose the correct pair of slots and slide the Desk Stand – left-to-right into the slots for the angle you want.



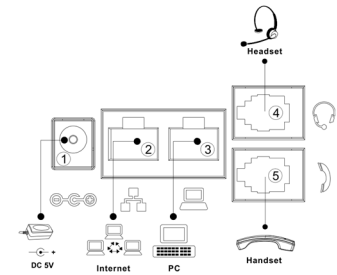
Wall Mount Installation

- A Wall Mount kit (sold separately) is required.
1. Remove the handset retaining tab using your thumb to push it up and out of its socket.
 2. Spin the retaining tab so that the retaining hook is in an upward position and slide the tab back into the socket.
 3. Mount the Wall Mount kit to the wall where the phone is to be located.
 4. Slide the IP5g phone onto the Wall Mount from left to right by mating the slots on the back of the phone (slot pairs A or B as above).



Connections

1. Power Port: connect the power adapter.
2. Network Port: connect to the LAN (Local Area Network)(Internet).
3. PC Port: This optional port can be used to connect your PC to the same LAN.
4. Headset Port: Connect an optional headset to this port.
5. Handset Port: Connect the supplied handset to this port.



Browser Access

IP5g settings can be changed via a web browser.

Note: some settings can interrupt the phone function!

1. Find the phone's IP Address. Press the key. The IPv4 IP Address will be listed there.
2. Login:
 - a. Open a web browser (MS Edge, Chrome, etc.)
 - b. Input the IP Address discovered into the address bar (at the top of the browser) (search bars cannot be used for this purpose.)
 - c. When prompted input the Username and Password (*admin/ admin*).
3. Configure:
 - a. Navigate to the desired setting, make changes.
 - b. Save the changes.

Language Setting

Several languages are available for the prompts on your telephone display.

1. Press **[Menu]**. (Use **[More]** if it is not shown.)
2. Navigate to and select Basic.
3. Select "1" from the list.
4. Navigate to the desired language and press OK.