

3-Party Conference

1. While connected to the 1st call, press Conf soft key, the 1st caller is placed on hold.
2. Then call the 2nd number.
3. After the 2nd call is established, press Conf soft key to connect each call in a conference.

Call Transfer

Attended transfer:

1. While on a call press DSS Key for the extension, OR
 - Press Xfer soft key during the active conversation, that call is placed on hold.
 - Dial the second telephone number (extension or outside number).
2. When the transferee answers, press the Xfer soft key to complete the transfer.

Blind transfer:

1. Press Xfer soft key during the active conversation, that call is placed on hold.
2. Enter the 2nd telephone number and press Xfer soft key.

Call Forward

1. Press Menu > Features > Call Forward.
2. Select your extension (usually the top/first on 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

Call Mute

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

Call list

1. Press key or Menu > CallLog > Local Call Logs
2. Scroll through the list using .
3. To dial an entry, press Dial soft key or pickup handset or press or .

Phonebook

Access phonebook:

1. Press or Contact soft key or Menu > PhoneBook > Local Contacts.
2. Select All Contacts or other group.
3. To dial an entry, press Dial soft key or pickup handset or press or .

Add new entry:

1. Press Contact soft key, Press All Contacts or other group > Press Add.
2. Enter name and number and press OK soft key.

Programmable Keys

1. You can configure shortcuts for the programmable keys.
2. Press Menu > Basic > Keyboard, select among the configurable items, and select your desired type and value, press OK key.

Redial

1. Press to redial a number previously called.

Do Not Disturb

1. Press DND soft key, and enable the device do not disturb mode.
2. Or press Menu > Features > DND, and select the Mode and Type, then press the OK soft 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 voice mailbox, press or VoicMail soft key.
2. Input your voicemail box password (1111 is the default) and follow the voice prompts to listen to your messages.

Bluetooth

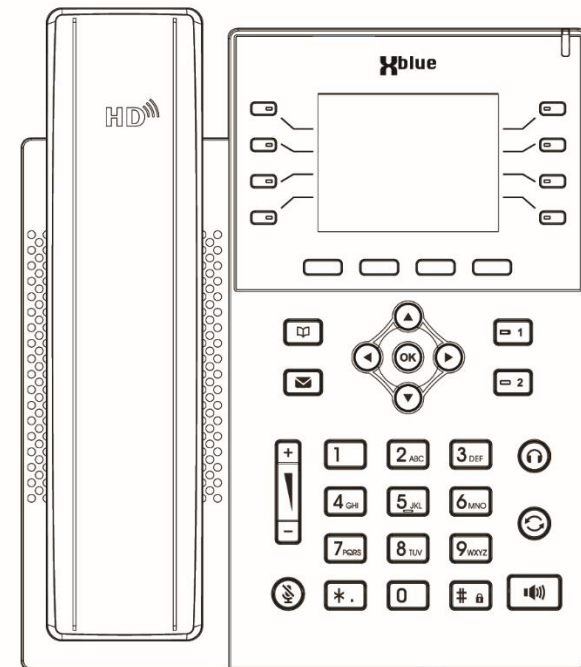
1. Insert Bluetooth Dongle into USB port (back of phone)
2. Press Menu > Basic > Bluetooth
3. Press OK soft key to enter the bluetooth interface.
4. Then press the Scan soft key to display the list of bluetooth scanned devices.
5. Select your device and press connect.

Wi-Fi

1. Insert the Wi-Fi Dongle into the USB port (back of phone). The display will indicate the WiFi Dongle is added.
2. Select OK... or Press Menu > Basic > WLAN
3. Press OK soft key to enter the WLAN interface.
4. Then press Scan soft key to display the list of available Wi-Fi access points (WiFi networks).
5. Use the Navigation keys to go down to Available Networks list.
6. Press Enter soft key to view the available Network list.
7. Use the Navigation keys to Select the wireless network desired.
8. Press the Link soft key and enter the WiFi password.
9. Press OK



V1.5



IP8g

Quick Reference Guide

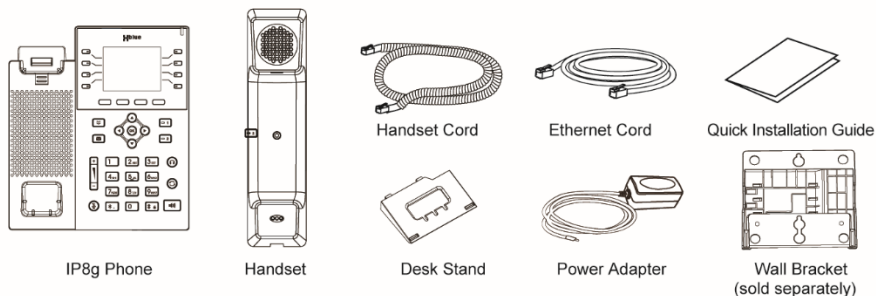
Extension Name: _____

Extension Number: _____

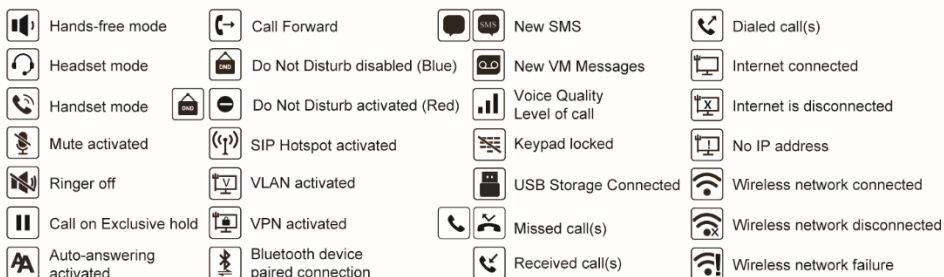
Voicemail Password: _____ Default 1111

Menu - System Password: _____ Default 123

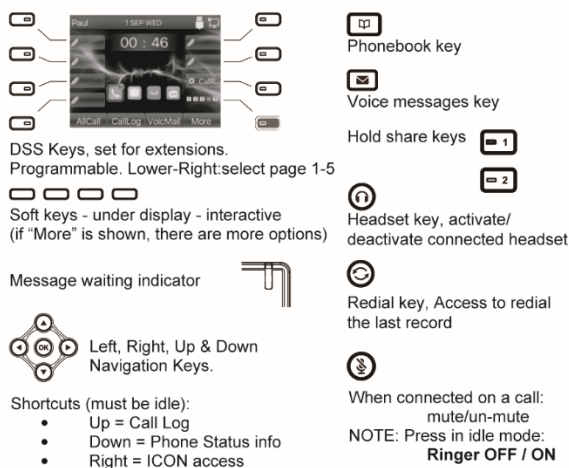
Packaging list



Screen icon



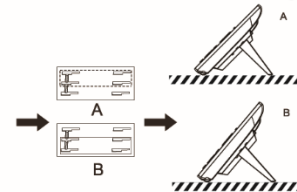
Keys features



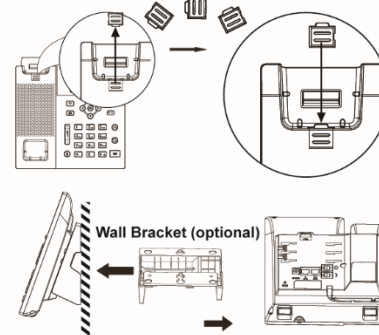
Installation tips

The following illustrates installation options.

• Desktop installation - insert desk stand for desired angle



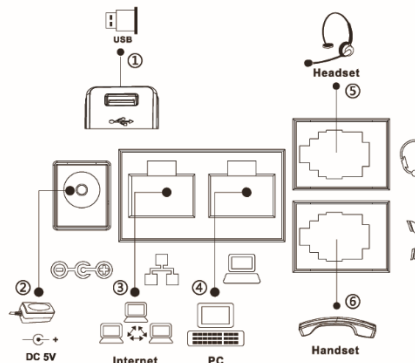
• Wall mount installation (Wall Bracket sold separately)



Connecting the IP8g

Use the picture and legend below to connect the power adapter, network, PC, Handset, and Headset to the various connection ports for the equipment you will use.

- ① USB port: (optional flash disk, WIFI or BT Dongle)
- ② Power port: connect the power adapter.
- ③ Network port: connecting local area network or Internet.
- ④ PC port: the network port connect to the computer.
- ⑤ Headset port: connect headset
- ⑥ Handset port: connect IP Phone handset.



Browser Access

Many parameters can be set via a web browser.
NOTE: some settings can interrupt the phone function.

1. Find the phone's IP address. Press **ⓘ** key, or Menu > Status > IPv4 / IPv6.
2. Login: Input the IP address in the web browser. The PC and phone **MUST** be in the same IP address segment (The default username and password are both 'admin'.)
3. Configure: Navigate to the desired parameter, make changes.
4. Save the changes.

Language setting

1. Press Menu key > Basic > Language.
2. Select the desired language and press OK soft key.

Making a call

Pre-dialing (allows corrections and quicker outdialing)

Handset: enter the phone number then pick up the handset.

Handfree: enter phone number then press **📞**.

Headset: enter phone number then press **📞**.

While entering the phone number use the Delete soft key to replace an incorrect digit.

Note: you can also lift the handset, press the Headset key or press the speakerphone key before dialing however 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

1. **Using the handset:** pick up the handset.
2. **Using a headset:** press **📞**.
3. **Using the speakerphone:** press **📞**.

Putting a call on hold

Exclusive Hold - held call for you only

1. Press Hold soft key, caller is put on hold.
2. To retrieve the call press Resume soft key.

Note: with more than one active call, select desired call with the navigator keys and use the corresponding soft key to hold or resume.

System Hold (shared) - any user can pick up

1. While on a call press an idle (green) Hold 1 or 2.
2. Any user presses that Hold key to retrieve that call.

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.