



X-3030 IP Phone Quick Reference Guide



Extension Name: _____

Extension Number: _____

Extension Password: _____

Answer A Call



1. When your phone rings, pick up the handset or press the Speaker button to answer. (While not on another call.)
2. When finished hangup, press **End** (display prompt) or press the Speaker button (OFF)

Place A Call



1. Dial the telephone number then:
 1. Lift the handset OR,
 2. Press OK (Nav Key) OR,
 3. Press **Dial** (display prompt)
2. When finished hangup, press **End** (display prompt) or press the Speaker button (OFF)

Notes: 1. Line buttons glow green for lines you use and red for lines in use by others. 2. Calls will be attempted automatically if no action is taken after #1.

Transfer A Call



There are two ways to transfer a call:

- **Blind** - just transfer the call
 1. While connected on a call
 2. Press the Transfer button
 3. Dial the telephone number that will receive the call being transferred
 4. Press **Dial** (display prompt) the transfer is complete
- **Supervised** - announce the call to the recipient
 1. While connected on a call press Hold button (skip Hold when Auto Hold is ON)
 2. Press **NewCl** (display prompt), or press Extension button and skip step 3
 3. Dial number then press **Dial** (display prompt)
 4. Wait until the destination party answers and announce the call
 5. Press Transfer button to complete the transfer.

Conference



1. While on a call, press **NewCl** (display prompt)
2. Place the second call
3. When the second party answers, press the Conference button to join the calls together.

Notes: 1. Conference calls are five parties maximum. (You and four other parties.) 2. Keep adding parties until all are connected before pressing the Conference button. Once pressed, no additional parties can be added.

Navigation Keys



Use the Up/Down/Left/Right and OK (Select) as necessary in many feature operations.

Redial



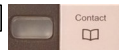
1. While your telephone is idle (not in use), press the Redial button.
2. Navigate Up/Down to one of the 30 numbers listed.
3. Press **Dial** (LCD prompt)

Call Log

Three Call Logs are retained:

- Dialed calls
 - Missed calls
 - Answered calls
1. Press **Menu** (display prompt)
 2. Navigate to "Phone Setting", press OK
 3. Navigate to "Call Log", press OK.
 4. Similarly select the log you wish
 5. Find the number in the log selected and press **Dial** (display prompt) to place a call to that number.

Phonebook/Contacts



1. Press Contact button
2. Scroll to "Private", press OK
3. Press **add** (display prompt)
4. Select "Username", press OK
5. Input a name using the dial pad and the **abc**, **ABC**, **123** display prompt options
6. Press OK when finished
7. Scroll to "Phone Number", press OK
8. Input the telephone number, press OK
9. "Group" and categorize entry (optional)
10. In "Ring Type" select a ring tone for this entry, 0 is default (1-10 are unique)
11. Press **Save** to store the entry

Placing A Call On Hold

- While on a call press the Hold button.
- Use the Hold button to retrieve held calls... when a call is on hold pressing Hold will retrieve the most recently held call.

Note: held calls can be retrieved at other extensions by pressing the flashing line button.

Display and Programmable & Prompt Buttons



Telephone Display Icons



Connected



Disconnected



Phone in Use



Call Forward



Message



DND



Night



EDM

Call Forward - External Number

Several Modes of Call Forward are possible, this example will be for Always Forward - to a cell phone.

- At idle phone (not in use) Press **Menu**
- Select "Phone Setting", press OK
- Select "Call Setting", press OK
- Select "Call Forward", press OK
- Select "Always Forward", press OK
- Select "Status", press OK
 - Use up/down to select On, then
 - Press OK
- Select "FWD Number", press OK
 - Input the telephone number, then
 - Press OK
- Select "Type", press OK
 - Select "ICM" to forward only internal calls from other extensions,
 - "Outside" to forward only calls that are not extension calls
 - "Both" for all calls.

Notes: only calls that ring to your phone (not via a group) will follow the call forward setting. An idle line must be available for call forward to outside numbers.

Using Your Voice Mail



- Message LED

When you have voicemail, the bar at the top of your phone will flash and the display will show you how many new messages you have. For example, when you have 1 new message:



- Press the message Button to access VM.
- Enter your mailbox password.
- Press 1 to listen to your new messages.
- The message will save automatically.
- Delete messages by pressing 3 and * while it is playing or while listen to envelope information.

Password: _____ (Default is 0000)

It's a good idea to change the default password, record your personal greeting, and record your name to personalize and secure your voicemail box.

The code list for message review is:

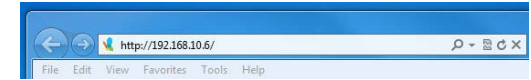
- 1 - Listen to Messages
 1. Listen to New Messages
 2. Save and Skip to next message
 3. Delete the playing message
 4. Forward to another mailbox
 5. Listen to previous message
- #. Previous Menu
- 2 - Delete All Messages
- 3 - Record Personal Greeting
- 4 - Mail Password
- 5 - Record Your Name
- 6 - Send a Message
- * - Administration

(If your Name (5) is not recorded your name will not be present in the Dial By Name feature.)

Accessing Your Voicemail Box Remotely

- Call into the system
- When the Auto Attendant answers dial *
- Dial your extension number
- Dial in your password
- Follow the prompts

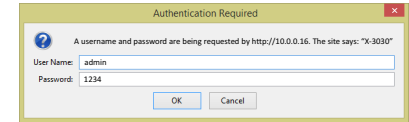
Web Browser X-3030 (phone) Programming



All features of your telephone and advanced programming are possible via a WEB browser. First find the IP Address of your phone:

- Pressing **Menu**
- Navigate to "Informaton", press OK
- Scroll down to IP Address (record the IP Address)

In your web browser (e.g. MSIE) put the IP Address of your telephone into the browser address bar (pictured above). When you see the login input the Username and Password... UN: admin ... PSWD: 1234 (default)



Web Browser X-25/50 (Server) Programming

Many features of your telephone are greatly enhanced by the programming that is possible in the XBLUE server. To connect to your XBLUE server:

- Find the IP Address of your server:
 - Press **Menu**
 - Navigate to "Admin Setting", press OK
 - Input phone admin password (1234), press OK
 - Navigate to "Voice Setting", press OK
 - Navigate to "SIP Server", press OK
 - Navigate to "SIP Proxy", press OK
 - The IP Address of your server will be displayed.
- Input the SIP Proxy IP (Server) Address in your web browser address bar, press Enter. You should see the log in screen.
- Input the Username and password

X25: UN: admin2583, PSWD: admin+(last six digits of server MAC Address)

X50: UN: admin2583, PSWD: 000000

Updated documentation may be available at: xblue.com
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