



IP Phone 7810 TSG Series Quick Reference

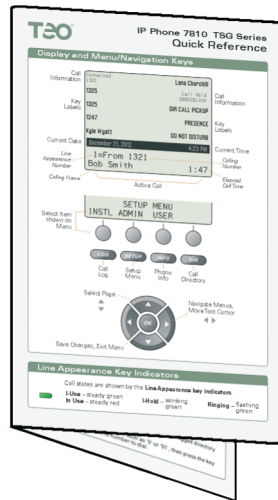
Default Voice Mail PIN

In the **Setting Up your Voice Mailbox** section, click the PIN/password field and enter the default PIN for your voice mail system. Save the document with a new name.

Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half.

The finished size is 5.5" x 8.5" after folding.



- In the Print dialog, set Page Scaling to None (Acrobat 6 or later), or uncheck 'Shrink oversized pages' and 'Expand small pages'. (Acrobat 5).

Duplex (two-sided) printers:

- Print both pages **3** and **4** to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

Single-sided printers:

- Print page **3** to a letter-size sheet, landscape (sideways) orientation.
- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page **4**.
- Fold the printed sheet in half.

Call Directory

The Call Directory allows you to easily access up to 100 speed dial numbers.

DIR

Press the **DIR** key to view the Call Directory.
Press the **DIR** key again to exit.

Directory entries are displayed on 10 screen pages, with 10 entries per page.

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To see a different directory page, select a page by pressing a dial pad key or press the Up Arrow or Down Arrow key.



Select EDIT to add a new directory entry or edit an existing one.
Enter a # character at the end of the number for immediate dialing.



Press the multifunction key next to the directory entry that you want to dial.

Setting Up your Voice Mailbox

VMAIL

Press the **VMAIL** key to connect to your voice mail system.

Enter the default PIN/password to access your voice mailbox for the first time.

You will be prompted to enter a new personal PIN/password.

Using Voice Mail

VMAIL

Press the **VMAIL** key to connect to your voice mail system.

Enter the your personal PIN/password to access your voice mailbox, if needed.



Use the displayed menu or the dial pad to navigate through your voice mail system.

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Setting the Ringer Volume



When the telephone is idle (not on a call), press the Volume Up or Volume Down key to change the ringer volume.



The telephone will ring once with the new ringer volume setting, and the new setting will be shown briefly in the display.

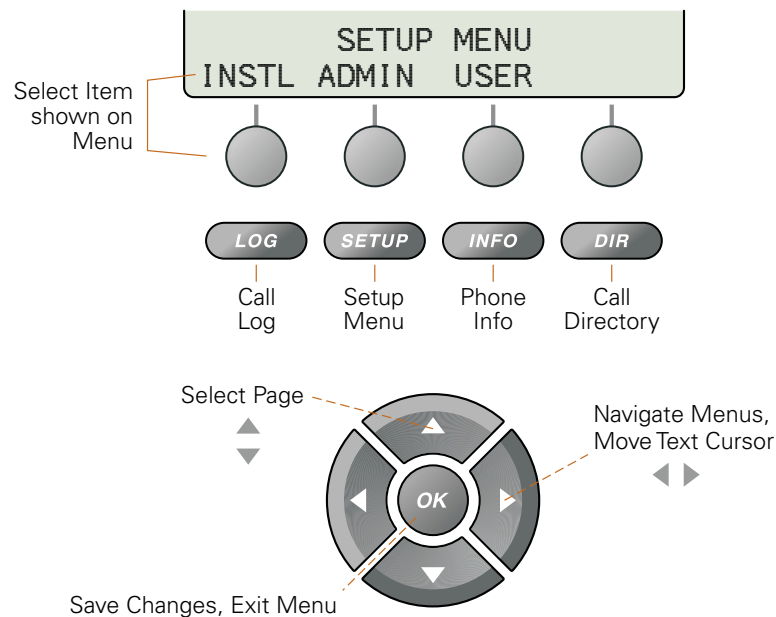
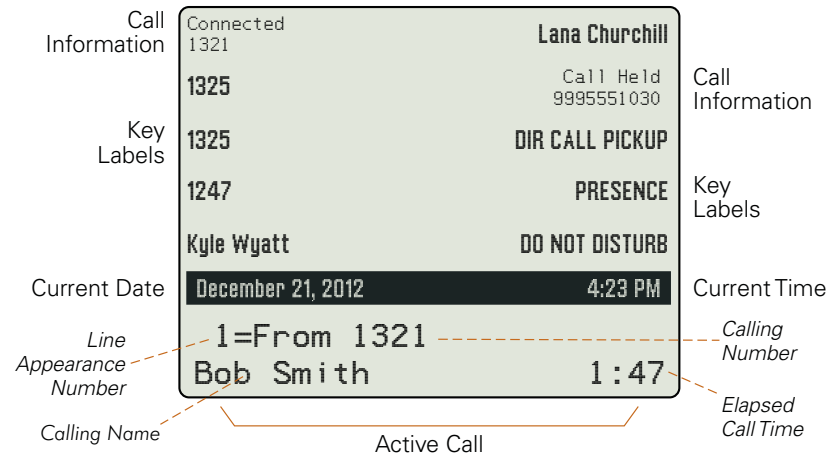


If RINGER OFF is shown in the display, press the Volume Up key while you are not on a call to enable the ringer.



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Display and Menu/Navigation Keys



Line Appearance Key Indicators

Call states are shown by the **Line Appearance** key indicators.



I-Use – steady green
In Use – steady red

I-Hold – winking green

Ringing – flashing green

User Setup Options

You can customize your telephone with these user options:

CLOCK – Time and Date VOICE – Handset/Headset Volume
KEYS – Speed Dial DISPLY – Display Contrast
DIR – Call Directory PIN – Call Log PIN
RING – Ringing Options

The system may be configured to set the clock automatically.

 **SETUP**

Press the **SETUP** key to enter Setup Mode.



Select USER from the main menu, then select the option you want to change.

 **SETUP**

Press the **SETUP** key when finished.

Placing a Call

Manual Dialing

Dial the number with the dial pad, and then select SEND, lift the handset, or press the **HEADSET** key.



You can also go off-hook before dialing. Select SEND or press the **OK** key after all digits are entered.

Speed Dialing or Direct Station Select



Press a speed dial or DSS/BLF key to automatically access an idle line and dial a number.

You can also dial from the Call Log or Call Directory.

Answering a Call



To answer the call shown in the display, lift the handset, press the **SPEAKER** key, or press the **HEADSET** key.



To answer a different ringing call, press its Line Appearance key.

Holding a Call



Press the **HOLD** key to place a call on hold.



Or press another Line Appearance or DSS/BLF key to automatically place the current call on hold and access another line appearance.



To reconnect to a held call, press its Line Appearance key or the **HOLD** key.

Transferring a Call



Press the **TRAN** key to place the current call on hold and access a new idle line appearance.



Press a speed dial or DSS/BLF key to dial the party to whom you wish to transfer the call.

Or dial the party with the dial pad and then select SEND.

You may wait until the called party answers to announce the call, or transfer it immediately before the called party answers.



Press the **TRAN** key again to complete the transfer.

Conferencing Calls



Press the **CONF** key to place the current call on hold and access a new idle line appearance.

Dial the party you wish to add to the conference.



Or press the key of a held call that you wish to add to the conference.



After the added party answers, press the **CONF** key to conference all parties together.



To remove the last party added, press the **DROP** key.

To remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

Call Log



Press the **LOG** key to view the call log.
Press the **LOG** key again to exit.

Or select UNANS, if it is shown in the display, to show unanswered calls.



Select UNANS (unanswered calls), ANSWD (answered calls), OUT (outgoing) calls, or ALL (all call types).

The most recent call in the log will be displayed.

Press the Down Arrow key to view previous (older) calls.

Press the Up Arrow key to view the last-displayed (newer) call.

Select DELETE to remove the call from the log.



Select DETAIL to view IP packet statistics; select DATE to return to the time/date/duration display.



To dial the call log entry, select CALL to access an idle line and show the logged directory number in the display.



Add any required prefixes, such as '9' or '91', and then select SEND or press the **OK** key.