

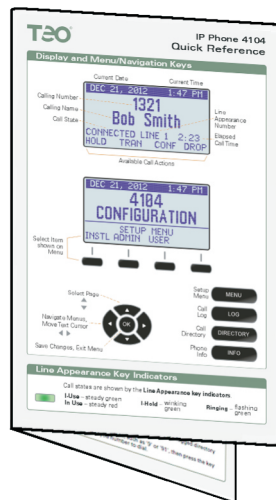


IP Phone 4104 Quick Reference

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 36 speed dial numbers.

DIRECTORY

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

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

5 JKL

To see a different directory page, select a page by pressing a dial pad key (1-9), or press the Left Arrow or Right Arrow key.

Press the softkey that is under the number that you want to dial.

Select **EDIT** from the User Setup menu to add a new directory entry or edit an existing one.

Enter a # character at the end of the number for immediate dialing.

Setting the Ringer Volume

VOLUME

When the telephone is idle (not on a call), press the left side of the **VOLUME** key to reduce the ringer volume, or press the right side to increase 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.

VOLUME

If **RINGER OFF** is shown in the display, press the right side of the **VOLUME** key while you are not on a call to enable the ringer.

Setting Up Speed Dial Keys

MENU

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

Select **USER** from the main menu, and then select **KEYS**.

Press an unlit Speed Dial key.

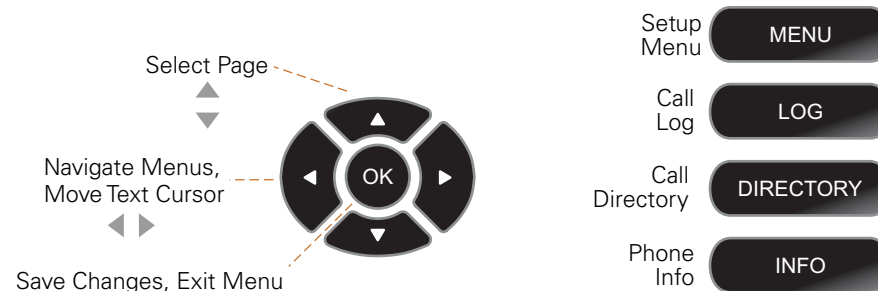
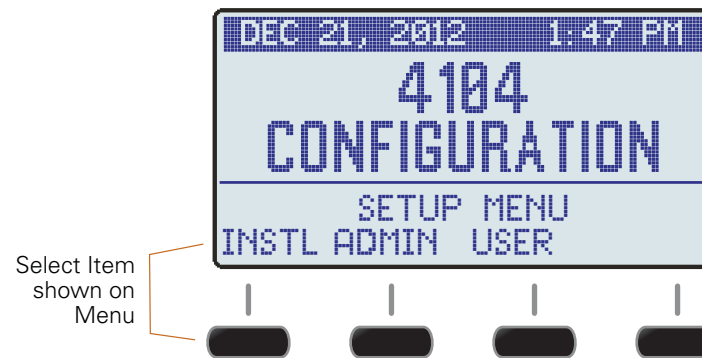
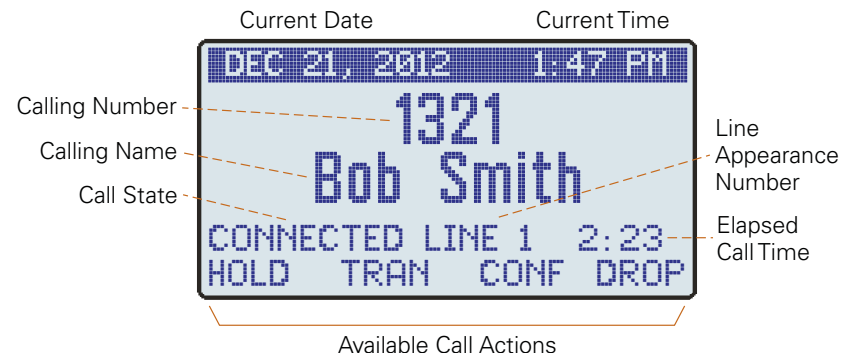
5 JKL

Enter the speed dial string with the dial pad. Enter a # character at the end for immediate dialing.

OK

When you have finished editing the Speed Dial key, press the **OK** key to return to the key selection menu or press the **MENU** key to exit Setup Mode.

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.

MENU

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

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

MENU

Press the **MENU** key when finished.

Placing a Call

Manual Dialing

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

OK

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.

Transferring a Call

Select **TRAN** 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.

Select **TRAN** again to complete the transfer.

Conferencing Calls

Select **CONF** 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, select **CONF** to conference all parties together.

To remove the last party added, select **DROP**.

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

Answering a Call

SPEAKER

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

HEADSET

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

Holding a Call

Select **HOLD** to place a call on hold.

Or press another Line Appearance or DSS 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 select **UNHOLD**.

Call Log

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), or **OUT** (outgoing) calls.

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

OK

Add any required prefixes, such as '9' or '91', then press the key under the displayed number to dial.