

Enterprise IP Phone

SIP-T66P

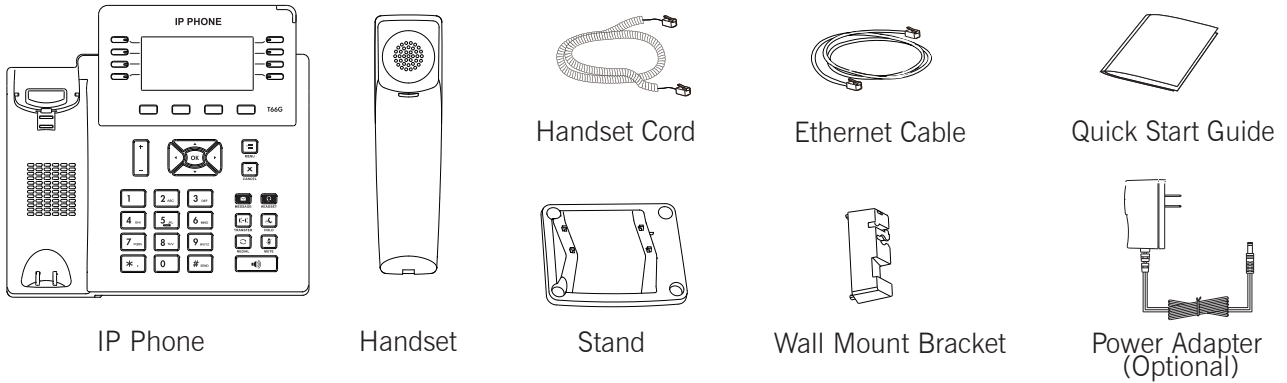


Quick Start Guide (V80.1)

Applies to firmware version 48.0.80.1 or later.

Packaging Contents

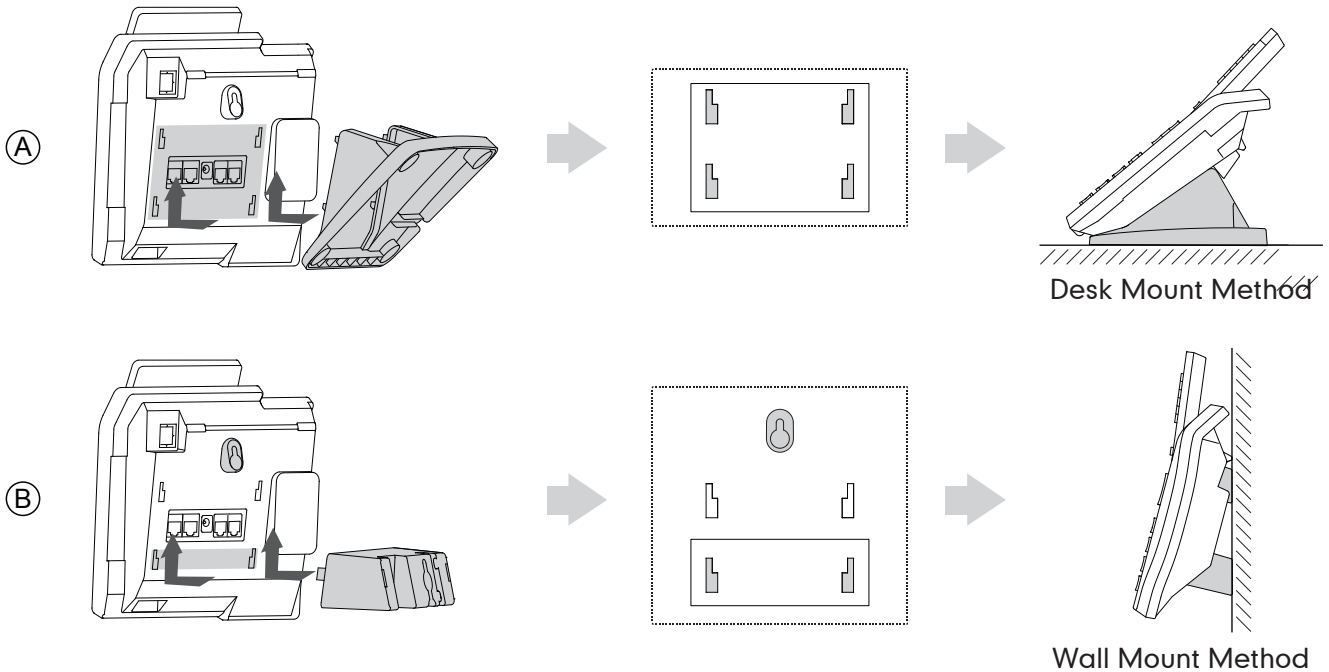
The following items are included in your package. If you find anything missing, contact your system administrator.



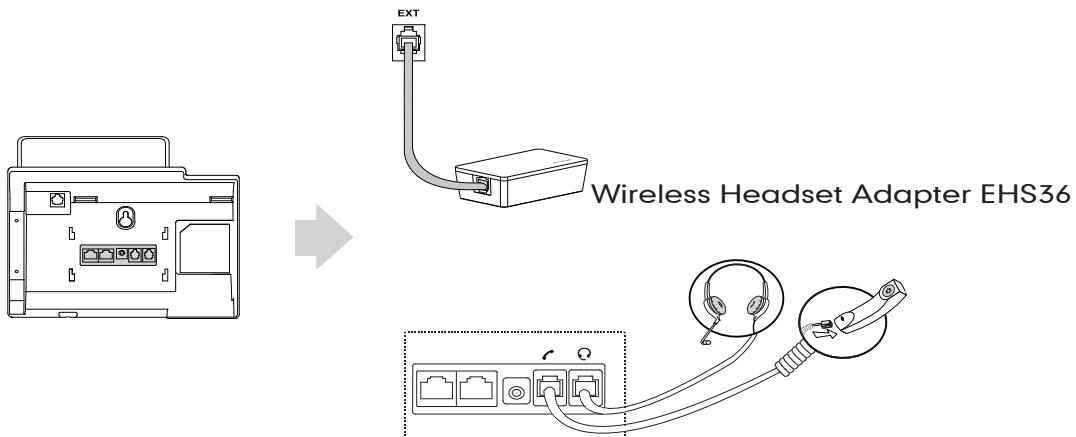
Note: The models displayed on the phone differ from each other. The packaging content "IP Phone" listed above takes a SIP-T66G IP phone as an example.

Assembling the Phone

1. Attach the stand or the wall mount bracket, as shown below:

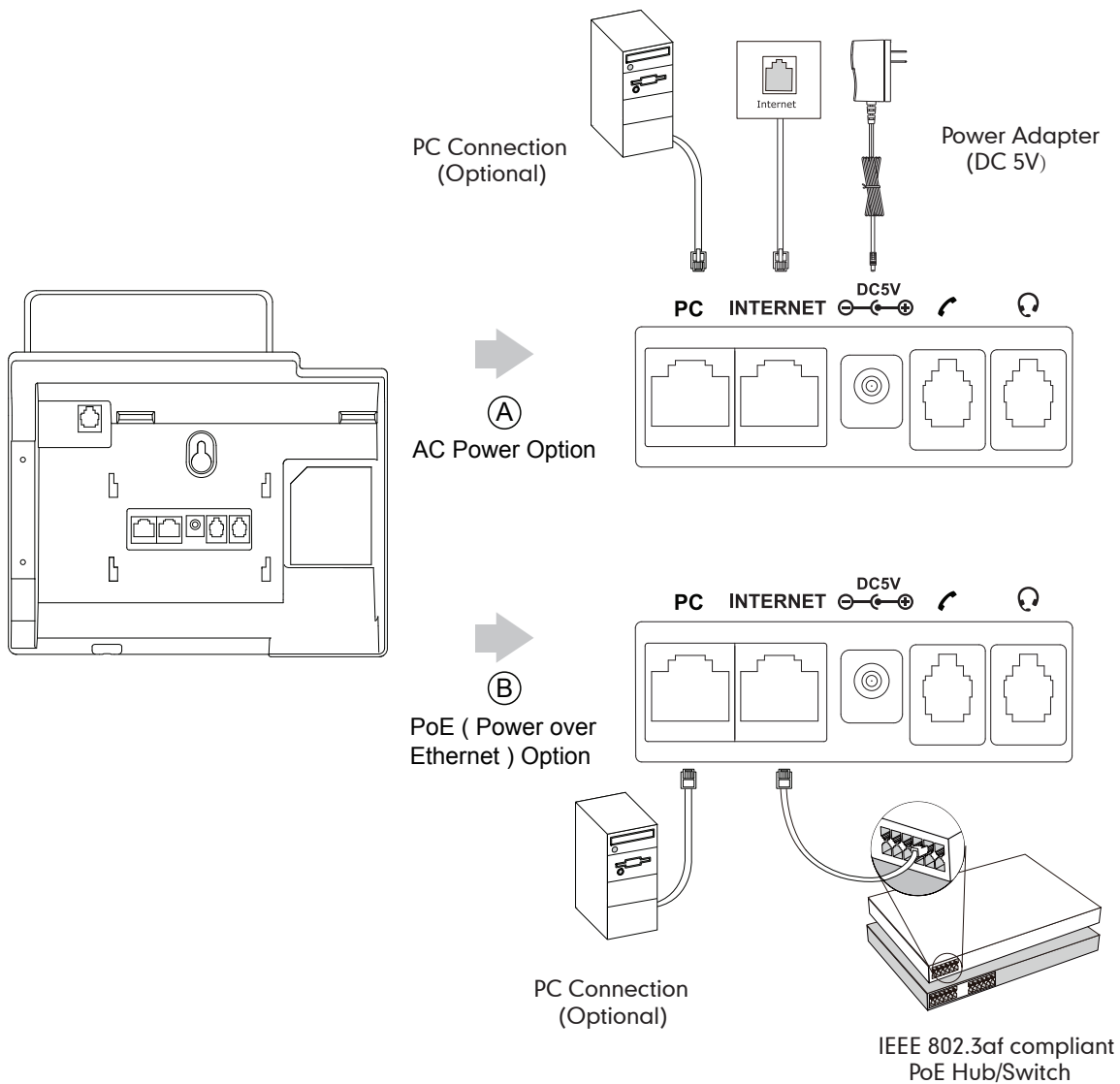


2. Connect the handset and optional headset, as shown below:



Note: The headset, EHS36 should be purchased separately.
The EXT port can be used to connect an expansion module EXP39 or CM69, wireless headset adapter EHS36.
For more information on how to use EXP39, EHS36, refer to EXP39 User Guide, EHS36 User Guide.

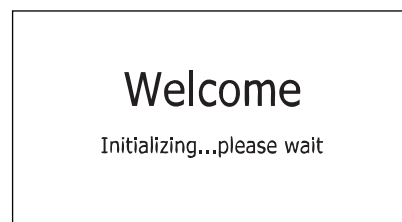
3. Connect the network and power, as shown below:



Note: If inline power (PoE) is provided, you don't need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

Startup

After the IP phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.



Configuring Your Phone

Configuring via web user interface

Accessing the web user interface:

1. Press the **OK** key when the phone is idle to obtain the IP address of the phone.
2. Open a web browser on your computer, enter the IP address into the address bar (e.g., "http://192.168.0.10" or "192.168.0.10") and then press **Enter**.
3. Enter the user name (default: admin) and password (default: admin) in the login page and click **Confirm**.

Network Settings: Click on **Network->Basic->IPv4 Config**

You can configure the network settings in the following ways:

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid network settings, e.g., IP address, subnet mask, gateway address and DNS address.

Static IP Address: If your phone can not contact a DHCP server for any reason, you need to configure the IP address, subnet mask, gateway address, primary DNS address and secondary DNS address for the phone manually.

PPPoE: If you are using an xDSL modem, you can connect your phone to the Internet via PPPoE mode. Contact the ITSP for the account and password.

Note: Wrong network settings may result in the inaccessibility of your phone and may have an impact on the network performance. Contact your system administrator for more information.

Account Settings: Click on **Account->Register->Account X (X=1,2,3...5,6)**

Parameters of the account:

| | |
|------------------|---|
| Register Status: | It shows the register status of the current account. |
| Line Active: | You can select Enabled/Disabled to enable/disable the account. |
| Label: | It is shown on the LCD screen to identify the account. |
| Display Name: | It is shown as caller ID when placing a call. |
| User Name: | It is provided by ITSP for registration (required). |
| Register Name: | It is an authenticated ID for authentication provided by ITSP (required). |
| Password: | It is provided by ITSP for registration (required). |
| Server Host: | It is provided by ITSP for registration (required). |

Register status icons on the LCD screen:



Registered



Register Failed



Registering

Note: Check with your system administrator if any error appears during the registration process or a specific configuration is required for your registration.

Configuring via phone user interface

Network Settings:

Press the **Menu** soft key when the phone is idle, select **Settings->Advanced Settings** (default password: admin)->**Network->WAN Port/VLAN/Webserver Type/802.1x Settings/VPN/LLDP/CDP/NAT** to configure the network.

Account Settings:

Press the **Menu** soft key when the phone is idle, select **Settings->Advanced Settings** (default password: admin)->**Accounts** to configure the account.

Note: For more information on account parameters, refer to **Configuring via web user interface**.


Basic Call Features

Placing a Call

Using the handset:

1. Pick up the handset.
2. Enter the number, and then press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press  .
2. Enter the number, and then press the **Send** soft key.

Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press the **Send** soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the **HEADSET** key, the **Speakerphone** key or by picking up the handset. Headset mode requires a connected headset .

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press  .

Using the headset:

Press  .

Note: You can reject an incoming call by pressing the **Reject** soft key.

Ending a Call

Using the handset:

Hang up the handset or press the **EndCall** soft key.






Using the speakerphone:

Press  or the **EndCall** soft key.



Using the headset:

Press the **EndCall** soft key.

Redial


- Press  to enter the **Placed Calls** list, press  or  to select the desired entry, and then press  or the **Send** soft key.
- Press  twice when the phone is idle to dial out the last dialed number.

Call Mute and Un-mute


- Press  to mute the microphone during a call.
- Press  again to un-mute the call.




Call Hold and Resume

To place a call on hold:

Press  or the **Hold** soft key during an active call.

To resume the call, do one of the following:



- If there is only one call on hold, press  or the **Resume** soft key.

- If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.




Call Transfer

You can transfer a call in the following ways:




Blind Transfer

1. Press  or the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or the **Tran** soft key.

Semi-Attended Transfer



1. Press  or the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **Tran** soft key when you hear the ring-back tone.

Attended Transfer

1. Press  or the **Tran** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **Tran** soft key when the second party answers.

Call Forward

To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->Call Forward**.
2. Select the desired forward type:
 - Always Forward**—Incoming calls are forwarded unconditionally.
 - Busy Forward**—Incoming calls are forwarded when the phone is busy.
 - No Answer Forward**—Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer Forward**, press  or  to select the desired ring time to wait before forwarding.
4. Press the **Save** soft key to accept the change.

Call Conference

1. Press the **Conf** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the **Send** soft key.
3. Press the **Conf** soft key again when the second party answers. All parties are now joined in the conference.
4. Press the **EndCall** soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by tapping the **Split** soft key.

Speed Dial

To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired DSS key, and then press the **Enter** soft key.
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, enter a label in the **Label** field and enter the number in the **Value** field.
4. Press the **Save** soft key to accept the change.


To use the speed dial key:

Press the speed dial key to dial out the preset number.

Voice Message



Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The **MESSAGE** key LED lights up.

To listen to voice messages:

1. Press  or the **Connect** soft key.
2. Follow the voice prompts to listen to your voice messages.

Customizing Your Phone

Call History

1. Press the **History** soft key when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
 - Press the **Send** soft key to call the entry.
 - Press the **Delete** soft key to delete the entry from the list.

If you press the **Option** soft key, you can also do the following:



- Select **Detail** to view detailed information about the entry.
- Select **Add to Contacts** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Del All** to delete all entries from the list.

Contact Directory



To add a contact:

1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
4. Press the **Add** soft key to accept the change.

To edit a contact:



1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Detail** from the prompt list.
3. Edit the contact information.
4. Press the **Save** soft key to accept the change.

To delete a contact:





1. Press the **Dir** soft key when the phone is idle, and then select the desired group.
2. Press  or  to select the desired contact, press the **Option** soft key and then select **Delete** from the prompt list.
3. Press the **OK** soft key when the LCD screen prompts "Delete selected item?".

Note: You can add contacts from call history easily. For more information, refer to **Call History** above.

Volume Adjustment

- Press  during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press  when the phone is idle to adjust the ringer volume.

Ring Tones

1. Press the **Menu** soft key when the phone is idle, and then select **Settings->Basic Settings->Sound->Ring Tones**.
2. Press  or  to select **Common** or the desired account.
3. Press  or  to select the desired ring tone.
4. Press the **Save** soft key to accept the change.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.