Enterprise IP Phone

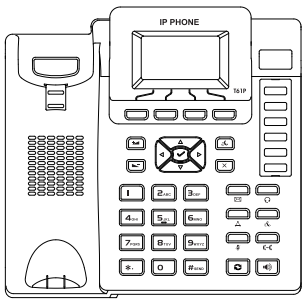
SIP-T61 & T61P & T61G

Quick Start Guide (V80.1)

Applies to firmware version 47.0.80.1 or later.

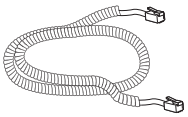
Packaging Contents

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

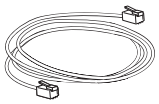


IP Phone

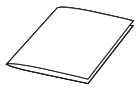
Handset



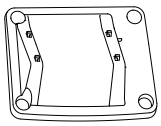
Handset Cord



Ethernet Cable

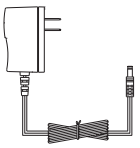


Quick Start Guide



Stand

Wall Mount Bracket



Power Adapter

Note: The models displayed on the phone differ from each other. The packaging content "IP Phone" listed above takes a SIP-T61P IP phone as an example.

Assembling the Phone

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

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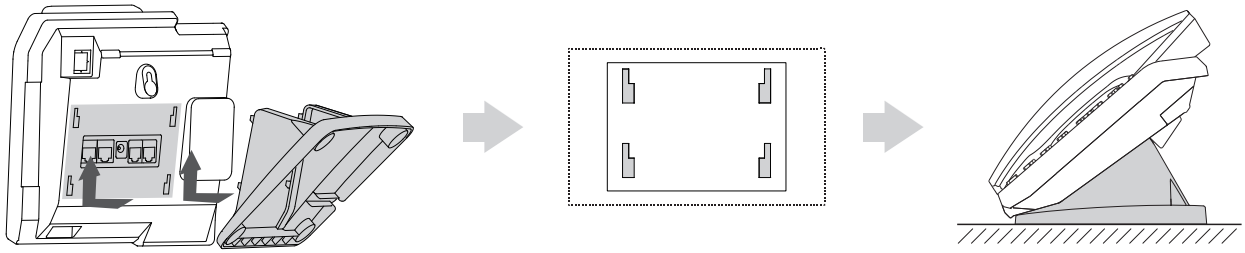

Desk Mount Method

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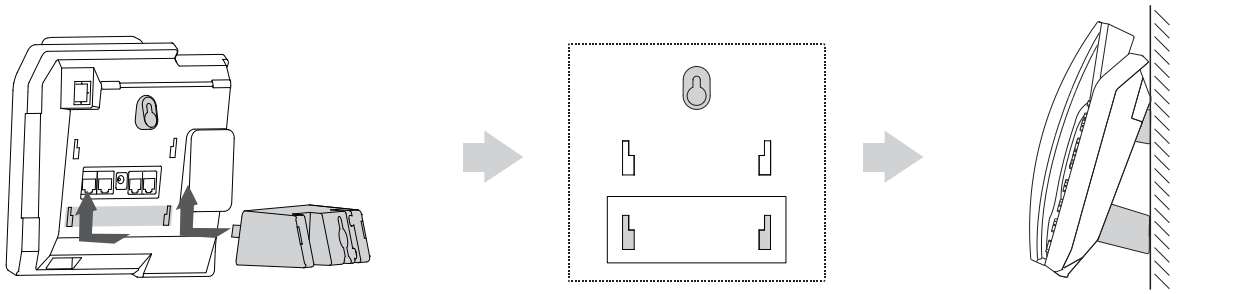
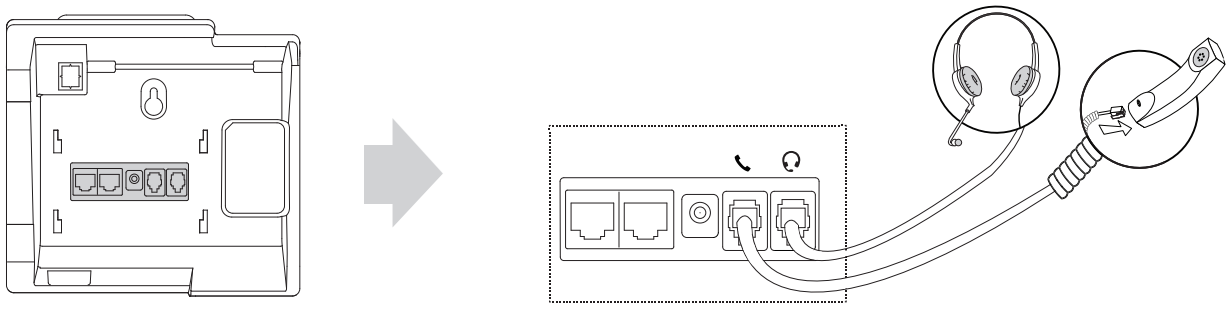


Wall Mount Method

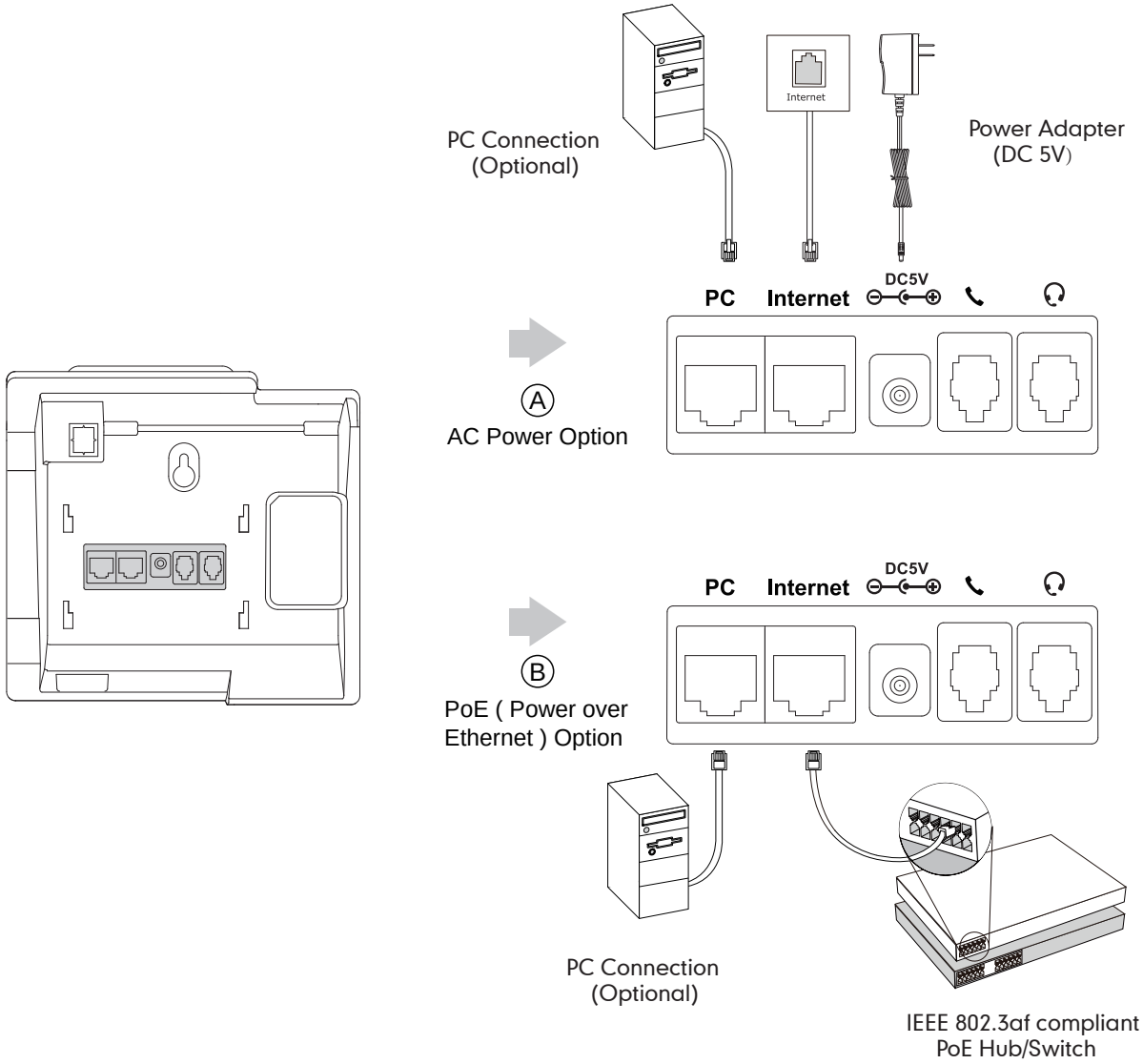
2.Connect the handset and optional headset, as shown below:



Note: The headset should be purchased separately.

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

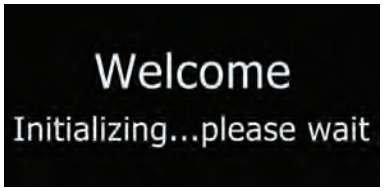
You have two options for network and power connections. Your system administrator will advise you on which one to use.



Note: If inline power (PoE) is provided, you do not 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 web user interface or phone user interfafce.



Configuring Your Phone

Configuring via web user interface

Accessing the web user interface:

1. Press 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 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 cannot contact a DHCP server for any reason, you need to configure 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 PPPoE user name and password.

Note: Wrong network settings may result in 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)

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 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 headset connected.

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

Attended Transfer

1. Press or the **Tran** soft key during a call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press #SEND.
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 if 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 ring time to wait before forwarding.
4. Press the **Save** soft key to accept the change.

Call Conference

1. Press or 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 or 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 pressing 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, 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 **All Contacts**.
2. Press the **Add** soft key to add a contact.
3. Enter a unique contact name in the **Name** field, and enter the phone number in the proper field.
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 **All Contacts**.
2. Press or to select the desired entry, press the **Option** soft key and then select **Detail**.
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 **All Contacts**.
2. Press or to select the desired entry, press the **Option** soft key and then select **Delete**.
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 Setting->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.