TPG BizPhone
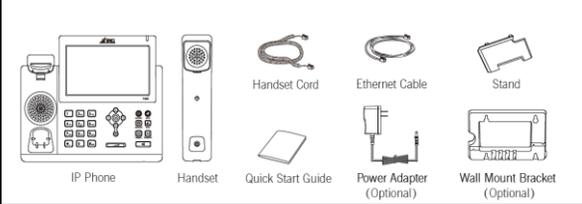
IP PHONE T48G
Quick Startup Guide
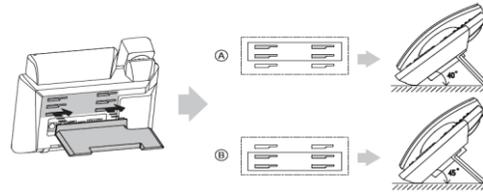

Packaging Contents

The following contents are included in your T48G package:

IP Phone   Handset   Quick Start Guide   Handset Cord   Ethernet Cable   Stand   Power Adapter (Optional)   Wall Mount Bracket (Optional)
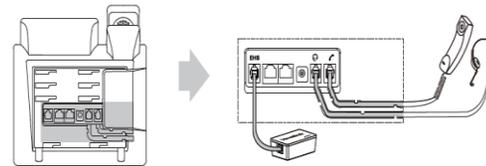
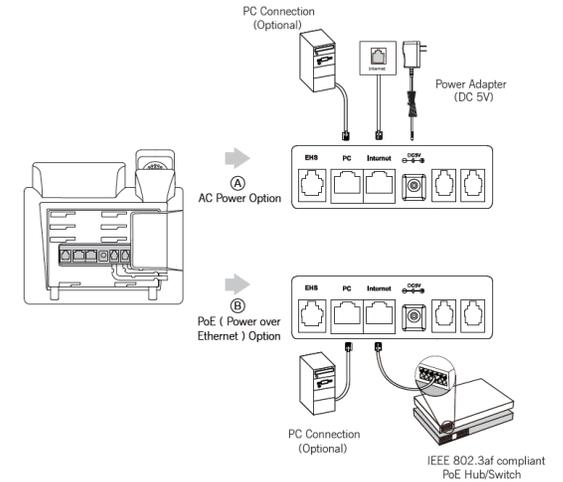### Assembling the Phone

1. Attach the stand, as shown below.

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

Note: Headsets are to be purchased separately.

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

Note: You have two Power Options – AC or PoE. If PoE is provided, you do not need to connect the Power Adapter.

Startup the Phone

After the IP Phone is connected to the network and supplied with power, it automatically begins the initialisation process. After startup, the phone is ready to use (pre-configured).

USING YOUR PHONE

Navigating the Touch Screen

- To enter the main menu, tap [icon].
- To return to the idle screen, tap [icon].
- To go back to the previous menu, tap [icon].
- To select a soft key, tap the soft key.
- To select an item, tap the item.
- To turn pages, tap ▲ or ▼ on the touch screen.
- To scroll through values in a pull-down list, press ⌃ or ⌄.

HANDSET SETTINGS

Add a Contact

- When the phone is idle, tap [icon], and then tap the desired group on the left.
- Tap **Add** to add a contact.
- Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
- Tap the **Add** soft key to accept the change.

Delete a Contact

- When the phone is idle, tap [icon], and then tap the desired group on the left
- Tap [icon] after the desired contact, and then tap **Delete.**
- Tap the **Ok** soft key when the touch screen prompts "Delete Selected Items?"

Volume Adjustment

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

BASIC CALL FEATURES

Placing Calls

Using the Handset:
Pickup the handset, enter the number and tap the **Send** soft key

Using the Speakerphone:
With the handset on-hook, press [icon], enter the number and tap the **Send** soft key.

Using the Headset:
With the headset connected, press [icon] to activate the headset mode, enter the number and tap the **Send** soft key.

Placing Calls from Call History

- When the phone is idle, tap [icon], and then tap the desired call list on the left.
- Tap ▲ or ▼, or press ⌃ or ⌄ to scroll to the desired page.
- Tap [icon] after the desired entry, and then tap **Send** to call the entry.

Answering Calls

Using the Handset: Pickup the handset.

Using the Speakerphone: Press [icon].

Using the Headset: Press [icon]

Ending Calls

Using the Handset:
Hang up the handset and tap the **End Call** soft key.

Using the Speakerphone:
Press [icon] or tap the **End Call** soft key.

Using the Headset:
Tap the **End Call** soft key.

Call Resume

- If there is only a call on hold, press [icon] or tap the **Resume** soft key.
- If there are two calls on hold, tap the call you want to resume, and then press [icon] or tap the **Resume** soft key.

Call Hold

Press [icon] or tap the **Hold** soft key during an active call.

Call Transfer – Blind Transfer

- Press [icon] or tap the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer the call to.
- Press [icon] or tap the **Transfer** soft key.

Call Transfer – Attended Transfer

- Press [icon] or tap the **Transfer** soft key during an active call. The call is placed on hold.
- Enter the number you want to transfer the call to, and then press [icon].
- Press [icon] or tap the **Transfer** soft key when the second party answers.

Call Forward

- When the phone is idle, tap [icon] -> **Features -> Call Forward.**
- 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 when there it is not answered after a period of time.
- Enter the Phone Number you want to forward to. For **No Answer Forward**, tap the pull-down list of **After Ring Time,** and then tap the desired ring time to wait before forwarding from the **After Ring Time** field.
- Tap the **Save** soft key to accept the change.

NOTE: For more information about other features, refer to the BizPhone User Reference Guide (contact your Administrator)