

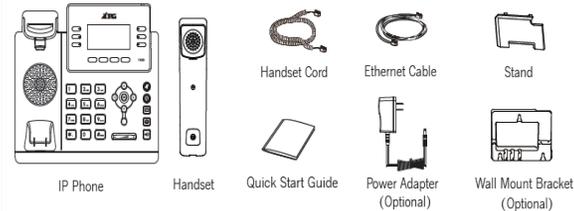
TPG BizPhone

IP PHONE T42G Quick Startup Guide



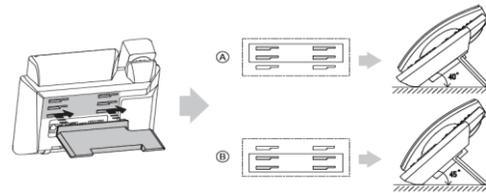
Packaging Contents

The following contents are included in your T42G package:

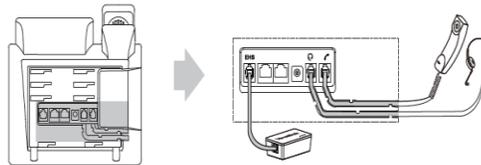


Assembling the Phone

1. Attach the stand, as shown below.

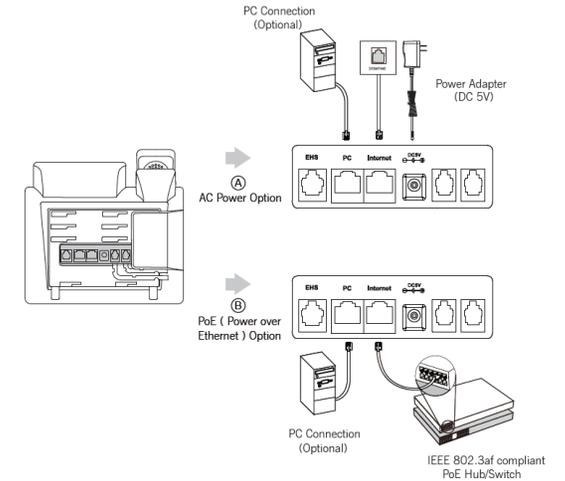


2. Connect the handset and optional headset, as shown below.



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).

HANDSET SETTINGS

Add a Contact

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

Delete a Contact

- Press the **Directory** soft key when the phone is idle, and then select the desired group.
- Press  or  to highlight the desired entry.
- Press the **Options** soft key, and then select **Delete** to delete the selected entry.
- Press the **Ok** soft key when the LCD screen prompts "Delete Selected Items?"

Assign a Speed Dial Number

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

Volume Adjustment

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

Placing Calls

Using the Handset:

Pickup the handset, enter the number and press the **Send** soft key.

Using the Speakerphone:

With the handset on-hook, press , enter the number and press the **Send** soft key.

Using the Headset:

With the headset connected, press  to activate the headset mode, enter the number and press the **Send** soft key.

Placing Calls using the Speed Dial key

Press the Speed Dial key to dial out the preset number.

Placing Calls from Call History

- Press the History soft key when the phone is idle, and press  or  to scroll through the list.
- Select an entry from the list and press the **Send** soft key to call the entry.

Answering Calls

Using the Handset: Pickup the handset.

Using the Speakerphone: Press ..

Using the Headset: Press .

Ending Calls

Using the Handset:

Hang up the handset and press the **End Call** soft key.

Using the Speakerphone:

Press  or the **End Call** soft key.

Using the Headset:

Press the **End Call** soft key.

Call Hold

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

BASIC CALL FEATURES

Call Resume

- If there is only a call on hold, press the **Resume** soft key.
- If there are two calls on hold, press  or  to select the desired call, and then press the **Resume** soft key.

Call Transfer – Blind Transfer

- Press 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 the **Transfer** soft key.

Call Transfer – Attended Transfer

- Press 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 .
- Press the **Transfer** soft key when the second party answers.

Call Forward

- Press the **Menu** soft key when the phone is idle, then select **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**, press  or  to select the desired ring time to wait before forwarding from the **After Ring Time** field.
- Press 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)