



## UniVoIP IP Phone Quick Start Guide



Volume/Ring Volume/  
Scroll



Speakerphone Key



Mute Key



### Action Keys

Settings Key



Cancel Key



Redial Key



Hold Key



Transfer &  
Conference Key



Voicemail Key



## Quick Start Guide – Using Your Phone

### ACTIVATING YOUR PHONE

Press the **Activate** soft key and enter your extension and PIN, then press **Enter** or the **#** key. On some phones, **Hot Desk** / Login / Extension / PIN.

### MAKING CALLS

#### External Calls

To make an external call, you must dial a 9 + 1 + the number.


#### Internal Calls

Internal calls can be made by just entering the 3 or 4 digit extension of your colleague.

#### International Calls

To make calls outside of the United States, dial 9 + 011 + Country Code + City Code + the phone number of the person you are trying to reach.

### RECORDING YOUR VOICEMAIL GREETING

To record or change your voicemail greeting. Press the **Voicemail** button on your phone  and enter your VM passcode, then follow the prompts to record your greeting.

### LISTENING TO VOICEMAIL MESSAGES


#### From Your Desk Phone

Press the  key and follow the prompts.


#### From Any Phone Outside Your Office

1. Call your own phone number
2. During your voicemail greeting press \* key and follow the prompts.

### USING REDIAL

Press the  function key (or the **Redial** soft key). Then, select the number you wish to call by using the **Arrow** keys and press the **Dial** soft key.

### PLACING A CALL ON HOLD

When you are on a call and would like to put someone on hold. Press the red hold key . This places the call on hold. Take the call off hold by pressing the glowing **Line Appearance** key.

### TRANSFERRING A CALL


Once on an active call, you can transfer a call by pressing the **Transfer** action key. The call will be on hold. Dial the internal or external number. Announce the call or not, then press the **Release Me** Soft Key. The call will then be transferred to the other party.

### MAKING A THREE-WAY CALL OR CONFERENCE CALL



Dial the first party's number, then press the **Transfer** action key. The call will be on hold. Dial the next party and press the **Transfer** action key. You now have a 3-way call. To add more parties to the call, **Transfer** / Dial / **Transfer**.

# Quick Start Guide – Using Your Phone



## ADJUSTING YOUR PHONE DISPLAY SETTINGS

You can adjust and personalize your phone's settings by clicking on the blue action key . Here you will see a list of the display features: Text Size, Brightness and Contrast, Screen Saver and more. To view or adjust any of these settings, simply click on the button next to the appropriate category.


## ADJUSTING THE SPEAKER VOLUME

Press   to adjust the volume of the handset, headset and speakerphone during a call.

## ADJUSTING THE RINGER VOLUME

Press   when the phone is ringing.

## MUTING A CALL

Press  to mute the microphone during a call. Then press  to turn off mute.

**NOTE:** This command works whether you are using the headset, handset or speakerphone. When on a call, if your phone is muted and you need to enter command keys, unmute the microphone to ensure that they transmit properly.





## Installing Your Phone Without Power Over Ethernet

{OR}



## Installing Your Phone With Power Over Ethernet

### 1A: CONNECT YOUR PHONE TO THE LOCAL AREA NETWORK



Connect one of the provided Ethernet cables into your existing local area network (LAN) and into the port on the power adapter. Next, connect another Ethernet cable into the  port on your power adapter and into the  port on the back of your OfficeConnect® phone.



### 1B: CONNECT YOUR PHONE TO THE LOCAL AREA NETWORK


If your network is Power over Ethernet enabled, you do not need the power adapter and should simply connect an Ethernet cable into your existing local area network and into the   port on the back of your OfficeConnect® phone.

### 2: CONNECT YOUR PHONE HANDSET

Connect your phone handset into the port next to  on the back of your OfficeConnect® phone. You may also connect a headset into the port next to  on the back of your OfficeSuite® phone.

### 3: CONNECT YOUR PC TO YOUR PHONE (OPTIONAL)

OfficeConnect® can utilize an integrated Ethernet switch that allows you to connect to your computer without requiring an Ethernet Port.

To do this, connect one of the provided Ethernet cables to your computer and into the PC port  on the back of your OfficeConnect® phone.

