Quick Setup Guide
iiNet BizPhone Cordless Handset

iinet business

1 Packaging Contents
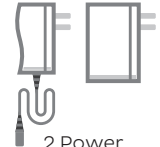
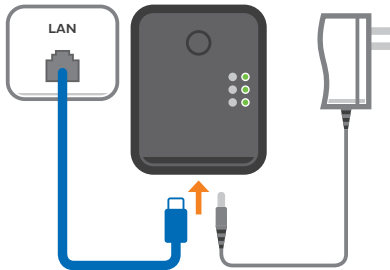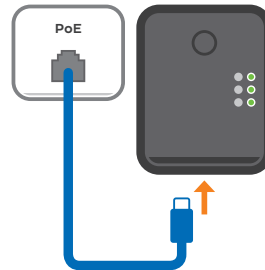|				
Handset	Base Station	Base Stand	USB Charger Cradle	2 Power Adapters
Ethernet Cable	Belt Clip	Rechargeable Battery	Handset Protective Case (Optional)	

2 Assembling the Phone

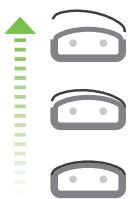**1** Connect the network and power for the base station in one of the following ways:

LAN

PoE

AC Power Option   **PoE (Power Over Ethernet) Option**

2 Peel and lift the back cover and insert the battery into the handset.
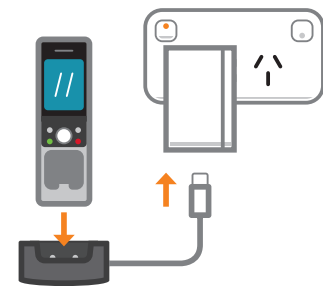
Peel and lift Cover   **Remove Cover**   **Insert Battery**   **Replace Cover**

3 Connect the charger cradle and charge the handset.

Note: The handset should be used with original power adapter (5V/500Ma) only. Third-party power adapters may cause damage to the handset. The charging status of the handset is indicated in the top right corner of the LCD screen.

3 Start up the Phone

The handset is pre-configured to the Base Station. Once the handset is connected to your network and power, it will automatically start to set itself up by connecting to the iiNet BizPhone servers and collecting necessary configuration details and updates. This may take up to 10 minutes.

The LCD screen on the handset will indicate the status of the update process.
The phone may reboot multiple times during this process.

Turning Handset On and Off

To turn on:
1. Press 📞 until the handset's LCD screen lights up, or;
2. Place the handset into the charger cradle, where the handset will turn on automatically.

To turn off:
1. Hold 📞 to turn handset off.

Adding and Removing Contacts

To add a contact:
1. Press **OK** button to open the menu, and select **Directory**.
2. Press **Options**, and select **New Contact**.
3. Type the contact info needed for **Name**, **Number**, and **Mobile** fields.
4. Press **Save** to save the contact.

To delete a contact:
1. Press **OK** button to open the menu, and select **Directory**.
2. Navigate to the contact you want to delete by using the arrow buttons.
3. Press **Options**, and select **Delete** to delete the highlighted contact.

Adding a Speed Dial Number

To add a number to Speed Dial:
1. Press the **OK** button to enter the main menu, and then navigate to **Settings** > **Telephony** > **Speed Dial**.
2. Press ▲ or ▼ to highlight the desired digit key and then press the **Assign** soft key.
3. Press ▲ or ▼ to highlight the desired entry and then press the **OK** soft key.
   If both the office and mobile numbers are stored, press ▲ or ▼ to highlight the desired number and then press the **OK** soft key again.

Volume Adjustment

To adjust volume during a call:
1. Press ◄ or ► during a call to adjust the volume of the reciever, earpiece, or speakerphone.

To adjust ringer volume:
1. Press ◄ or ► when the handset is idle to adjust the ringer volume.

For more information about other features, refer to the BizPhone User Reference Guide or contact your Administrator.

Placing Calls

Type in the number you wish to call while the handset is idle. Press 📞, 🔊 or ⊙ to call the number.

Placing Calls from Local Directory:
1. Press ▼ when the handset is idle.
2. Navigate to the number you wish to call, and then press 📞 or 🔊 to dial out.
3. If a contact has multiple numbers stored, press ▲ or ▼ to highlight the desired number, and then press 📞 or 🔊 again to dial out.

Placing calls via Speed Dial
1. Hold down the **Speed Dial** key to place a call to preset number directly.

Placing calls from Call History
1. Press ▼ while the handset is idle.
2. Press ▲ or ▼ to highlight the desired entry, and then press 📞 or 🔊 to dial out.

Answering and Ending Calls

Press the **Accept** soft key or press 📞 or 🔊, or ⊙ to answer a call. To end a call, press 📞 during a call to end it.

Call Hold, Transfer, and Forward

To hold a call:
1. Press **Options** soft key during a call, and then select **Hold**.

To resume a call on hold:
1. If there is only one call on hold, press **Resume**.
2. If there are two calls on hold, press **Resume** to resume the current call, or **Swap** to swap between calls.

To transfer a call (Blind Transfer):
1. Press **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key.

To transfer a call (Attended Transfer):
1. Press **Options** soft key during a call, and then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press 📞 or 🔊, or ⊙ to dial out, and then press **Transfer** after the call is answered.

To call Forward:
1. Press **OK** to access to main menu, and then navigate to **Call Features** > **Call Forward**.
2. Navigate to the desired line or number using the ▲ or ▼ buttons, and then press **OK**.
3. Select the desired forwarding type (Always/Busy/No Answer) by navigating with ▲ or ▼, and then press **OK**.
4. Selected **Enabled** in the **Status** field.
5. Enter the number you want to forward incoming calls to in the **Target** entry field.
6. Select the desired ring time to wait before forwarding with the ◄ and ► buttons (only for No Answer forwarding type) in the **After Ring Time** field.
7. Press **Save** to save your changes.