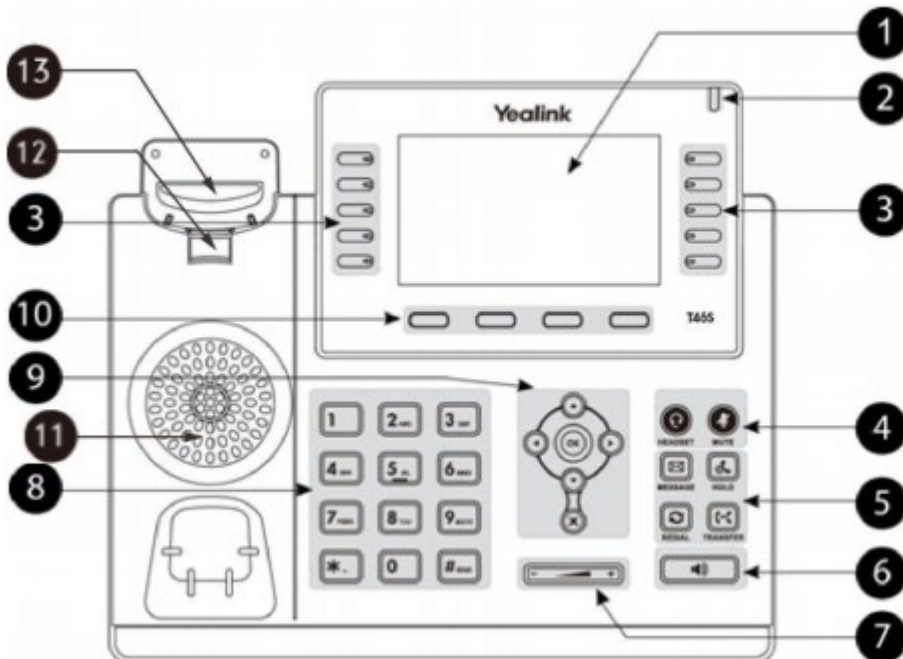









everblü User Instruction Sheet



The main hardware components of the SIP-T46S IP phone are the LCD screen and the keypad.



Hardware component instructions of the SIP-TxxS IP phone are:

	Item	Description
①	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: <ul style="list-style-type: none"> • Default account • Call information—caller ID, call duration • Icons (for example, ) • Missed call text or second incoming caller information • Prompt text (for example, "Saving config file!") • Time and date
②	Power Indicator LED	Indicates phone power and some feature statuses. <ul style="list-style-type: none"> • Receives an incoming call—Fast flashing • Receives a voice mail or text message—Slowly flashing
③	Line Keys	Use these keys to activate up to sixteen accounts and assign various features.
④	HEADSET Key	Toggles and indicates the headset mode.
	MUTE Key	Toggles and indicates mute feature.
⑤	MESSAGE Key	Accesses voice messages.
	HOLD Key	Places a call on hold or resumes a held call.
	REDIAL Key	Redials a previously dialed number.
	TRANSFER Key	Transfers a call to another party.
⑥	Speakerphone Key	Toggles and indicates the hands-free speakerphone mode.
⑦	Volume Key	Adjusts the volume of the handset, headset, speaker, ringer or media.
⑧	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
⑨	   	Scroll through the displayed information.
		Confirms actions or answers incoming calls.
		Cancels actions or rejects incoming calls.
⑩	Soft Keys	Label automatically to identify their context-sensitive features.
⑪	Speaker	Provides hands-free (speakerphone) audio output.
⑫	Hookswitch Tab	Secures the handset in the handset cradle when the IP phone is mounted vertically. .
⑬	Hookswitch	Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line,

General User Instructions (Note: The picture is a T46S, but the buttons are the same on all phones.)

1. Making a call:

- a. Lift the handset.
- b. Press an available **CALL** key.
- c. Dial the number. *(10-digits for local call; 1+10-digits for long distance call)*

2. Answering a call:

- a. If the phone is ringing, lift the handset. No need to press any buttons.
- b. To answer a call ringing directly to another extension, lift the handset and dial *8 followed by the 4-digit extension number of the ringing phone. *(Calls ringing the extension as a result of a hunt group or ring group cannot be picked up.)*

3. Transferring a call:

- a. **Supervised Transfer** *(when you want to announce the call):*
 - i. With the caller on the line, press the **Transfer** softkey and dial the desired extension (**NOTE: You cannot press the pre-programmed button to do a supervised transfer**).
 - ii. After announcing the call, hang up to complete the transfer.
- b. **Blind Transfer** *(if you do not need to announce the call):*
 - i. With the caller on the line, press the **Transfer** softkey and dial the desired extension (or press the pre-programmed button).
 - ii. To complete the transfer, immediately hang up.

(NOTE: Calls may also be transferred to an outside telephone number. Instead of dialing the 4-digit extension number, dial the 10 or 11-digit telephone number.)

4. Cancelling a transfer:

- a. If you have not completed the transfer and wish to pull the caller back, press the flashing **CALL** key.

5. Transferring a caller directly to a voicemail box without ringing the phone first:

- a. With the caller on the line, press the **Transfer** softkey and then dial the extension number followed by the "*" (STAR) key.
- b. Hang up immediately. *(If you do not hang up right away, you will hear the greeting begin to play and the caller will NOT hear it.)*

6. Placing a call on hold/Retrieving the held call (Station HOLD vs System PARK):

- a. To place a call on Station HOLD at the extension *(The call can only be retrieved from the same extension.)*
 - i. Press the **HOLD** button on the phone or the **HOLD** softkey.
 - ii. To retrieve the call from the same extension, press the flashing **CALL** key.
Calls on hold WILL NEVER ring back reminding you they're still on hold.
- b. To place a call on System PARK (The call can be retrieved from any extension.)
 - i. Press the **PARK** key.
 - ii. To retrieve the call, from any phone, press the **PARK** key.

NOTE: Some phones have multiple Park keys (Park 1, Park 2, Park 3). You must retrieve the call from the Park key with the same designation (Park 1, Park 2, Park 3).

7. Internal calling:

- a. To RING the extension:
Dial the desired extension number or press the pre-programmed button.
- b. To have your voice come over the speaker of the extension:
Press the **ICOM** softkey followed by 1 of the following
 - Press the pre-programmed extension's button
 - OR
 - Dial the 4-digit extension number

Two-way audio is now enabled on the called party's phone.

8. Internal Paging: *(allows your voice to come over the speaker of multiple multi-line telephones simultaneously - - must be enabled in system programming for this feature to work):*

- a. Press the **Left Arrow** in the center of the phone (next to OK).
- b. Press the **Pager** softkey. Hang up after stating your message.

9. Menu functionality: *(features such as call history, speed dial, and call forward can be accessed through your menu keys):*

- a. Press the **Menu** softkey.
- b. Using the menu arrows, select **Features** and scroll through your options.
- c. Press the **OK** button to select the desired menu option.

10. Call history:

- a. Press the **Menu** softkey.
- b. Using the right menu arrow, scroll over to History.
- c. Press the **Enter** softkey.
- d. Press the up and down menu arrows to scroll through history.
- e. Select an entry from the list by pressing the **OK** button and do one of the following:
 - i. Press the **Send** softkey to place a call to that number
 - ii. Press the **Delete** softkey to erase the number

11. Conference Calling: *(Allows up to a 3 party conference call.)*

- a. During an active call, press the **Conference** softkey. *(The first call is placed on hold. You will hear a dial tone.)*
- b. Do one of the following:
 - i. Dial the number to conference in. *(extension or outside number)*
 - ii. OR press the **Directory** softkey to enter the contact list. From there, choose a contact to conference in.
- c. Press the **Send** softkey.
- d. When the called party answers, announce the conference. Then press the **Conference** button to join all parties.
- e. Options during a conference:
 - i. Press the **Split** softkey to split the conference into two hold lines, and press the **Resume** softkey to resume the chosen call respectively.
 - ii. When you press the **Hold** key, the conference will be on hold.
 - iii. Tap the **EndCall** softkey to disconnect all parties.

12. Speed Dial Setup: TCS does not program your speed dial numbers. Follow the directions below to set up frequently called numbers.

(Be sure to enter the number properly: local = 10-digits; long distance = 1+10-digits)

- a. Press the **Directory** softkey. *(You will see a screen pop up that shows All Contacts.)*
- b. Make sure *All Contacts* is highlighted. Select the **Enter** softkey.
- c. Press the **Add** softkey
- d. Enter the name and the office, mobile, or other phone numbers by using the up/down menu arrows on the phone to scroll to the options.
- e. Click **Save**.

13. Dialing the Speed Dial Numbers:

- a. Press the **Directory** softkey. *(You will see a screen pop up that shows All Contacts.)*
- b. Make sure *All Contacts* is highlighted. Select the **Enter** softkey.
- c. Press the **Add** softkey
- d. Use the up/down menu arrows on the phone to scroll thru the speed dial entries.
- e. When the number you wish to dial is highlighted, press the **OK** button to dial the selected number.

Voicemail

1. Setting Up Voicemail and/or Changing your greeting:

- a. Lift your handset and press the "*" key followed by your extension number.
- b. When prompted, enter your passcode and follow the prompts.

*The first time you access your voicemail, your passcode will be your **4-digit extension number**.*

You will also be prompted through a brief tutorial in which you will be asked to do 3 things:

1. *Change your passcode to another 4-digit number (DO NOT use your extension number)*
2. *Record your name*
3. *Record your primary greeting*

Sample Primary Greeting: "Hello. This is (your name). I'm unable to take your call at this time. Please leave your name, telephone number and message after the tone. I'll return your call as soon as possible. If you require immediate assistance, press 0. Thank you!"

2. Checking messages from your phone:

- a. Press the flashing message button.
- b. When prompted, enter your passcode and follow the prompts.

(Be sure you have changed your passcode during the tutorial to something other than your 4-digit extension number. If you do not, your tutorial will play each time you access your voicemail.)

3. Checking messages from off site: *(The auto attendant must be answering to retrieve messages from outside your building.)*

- a. Dial your office number.
- b. When the auto attendant answers, press the "#" key followed by your mailbox number.
- c. When prompted, enter your passcode and follow the prompts.

(NOTE: There appears to be no limit to the number of messages that a mailbox can store.)