

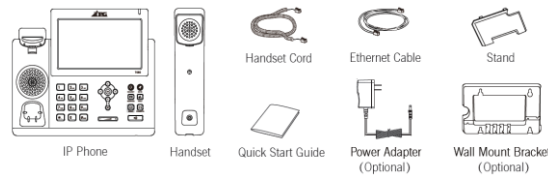
TPG BizPhone

IP PHONE T48G Quick Startup Guide



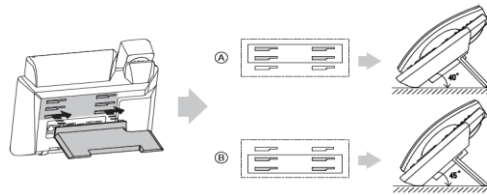
Packaging Contents

The following contents are included in your T48G package:

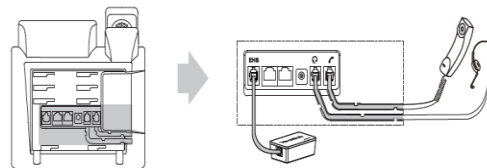


Assembling the Phone

1. Attach the stand, as shown below.

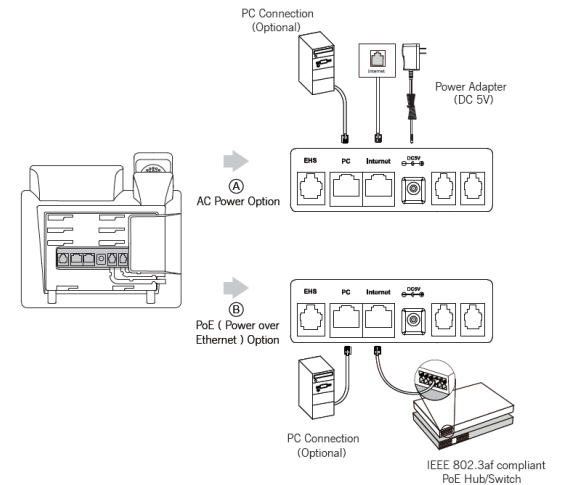


2. Connect the handset and optional headset, as shown below.



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).


USING YOUR PHONE

Navigating the Touch Screen



- To enter the main menu, tap .
- To return to the idle screen, tap .
- To go back to the previous menu, tap .
- 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 , 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 , and then tap the desired group on the left.
- Tap  after the desired contact, and then tap **Delete**.
- Tap the **Ok** soft key when the touch screen prompts "Delete Selected Items?"

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.

BASIC CALL FEATURES




Call Hold

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


Call Transfer – Blind Transfer

- Press  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  or tap the **Transfer** soft key.

Call Transfer – Attended Transfer

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

Call Forward

- When the phone is idle, tap  -> **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.

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 , enter the number and tap the **Send** soft key.

Using the Headset:

With the headset connected, press  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 , and then tap the desired call list on the left.
- Tap  or , or press  or  to scroll to the desired page.
- Tap  after the desired entry, and then tap **Send** 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 tap the **End Call** soft key.



Using the Speakerphone:

Press  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  or tap the **Resume** soft key.
- If there are two calls on hold, tap the call you want to resume, and then press  or tap the **Resume** soft key.

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