



Information Technology Department

IP Phone

User's Guide

Placing Internal Call

Step 1:

- Bring the telephone device to off-hook state either by taking receiver or by pressing the speaker (SPK) button.

Step 2:

- Dial Extension number of the person.

In AURAK all the extensions are 4 digit (1200) starting with 1

Placing Outside Call

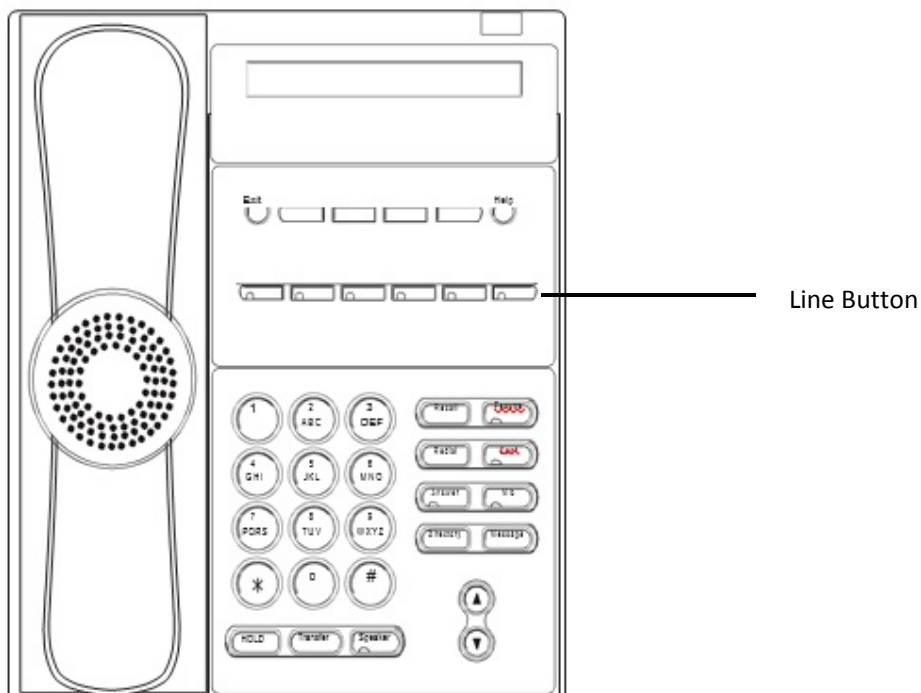
Step 1:

- Bring the telephone device to off-hook state either by taking receiver or by pressing the speaker (SPK) button.

Step 2:

- Select line key from 1 to 6, make sure you hear dial tone.

While selecting line key select vacant line, button without red indication



To Adjust Handset Receiver Volume

- Press the Up/Down key in the off-hook status or during the call.

To Adjust Speaker Volume

- Press the Up/Down key during speakerphone operation or during the call.

To Adjust Ringer Tone

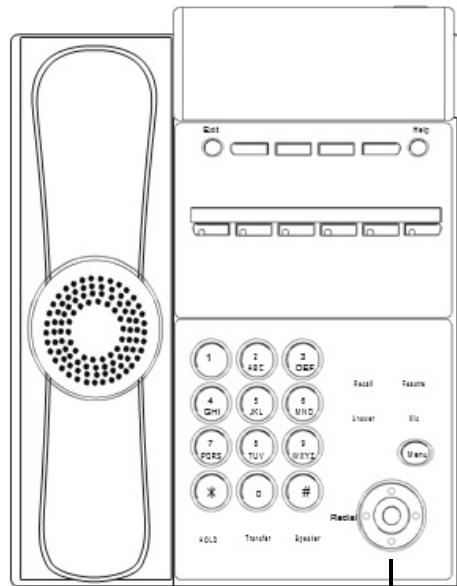
- Press the Up/Down key during ringing.

To Adjust LCD Contrast

- Press the Up/Down key in the on-hook status.



Up/Down Key



Up/Down Key

Call Transfer

Step 1:

- Put active call to hold state by pressing **HOLD** button.

Step 2:

- Dial-in the extension number of the person you need to transfer the call to.

Step 3:

- Hang up the call.

While transferring outside calls, the transferred extension doesn't answer or extension busy, call will be transferred back to you.

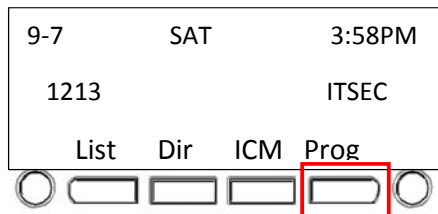


HOLD Button

Call Forward

Step 1:

- Go to Program (**Prog**).



Step 2:

- Select Call Forward (Cfwd).

9-7	SAT	3:58PM
1213		ITSEC
Cfwd	DND	STA

Step 3:

- Choose one of the following forwarding conditions
 - All – Calls the calls are forwarded.
 - Both – Give 2 rings before forwarding the call.
 - Busy – Forward only if your extension busy.
 - N/A – Forward only if not available.

Call Forward
All Both Busv ↓

Step 4:

- Select **SET**, enter the extension number to which your calls should be forwarded to and Click on **HOLD** button to save your selection.

SET FORWARD	SET FORWARD
SET CNCL	1213

Cancel Call Forward

Follow **steps 1 to 3**

Step 4

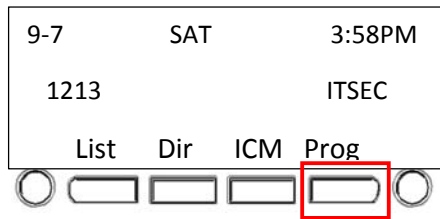
- Select Cancel (CNCL) and click on **HOLD** button to save your selection.

SET FORWARD
SET CNCL

DO NOT DISTURB

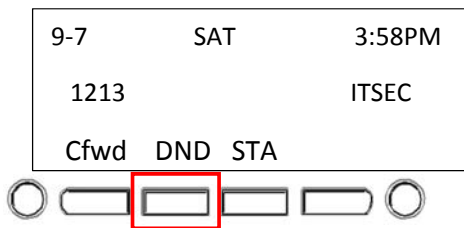
Step 1:

- Go to Program (**Prog**).



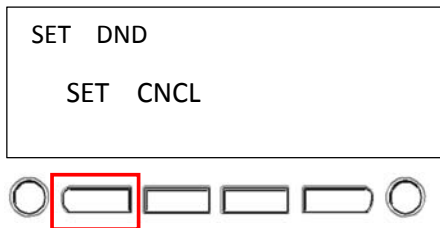
Step 2:

- Select Do Not Disturb (DND).



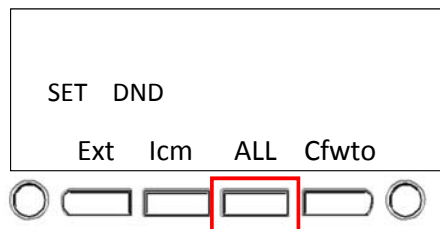
Step 3:

- Select **SET**



Step 4:

- Make your selection
 - Ext – DND will be applied only to calls from extensions.
 - ICM – DND applied to only calls from outside.
 - ALL – DND applied to both external and internal calls.

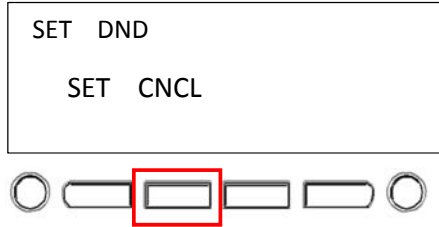


CANCEL DO NOT DISTURB

Follow **steps 1 to 2**

Step 3:

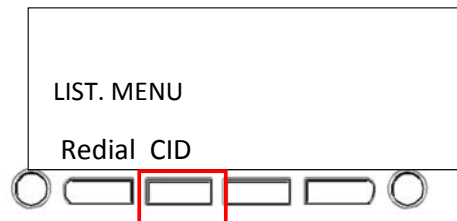
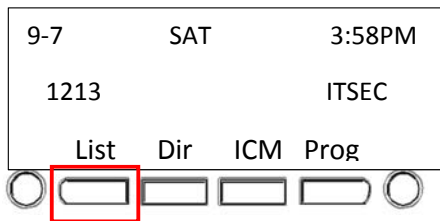
- Select **Cancel (CNCL)**



TO CHECK EXTERNAL MISSED CALLS

Step 1:

- Select **List**

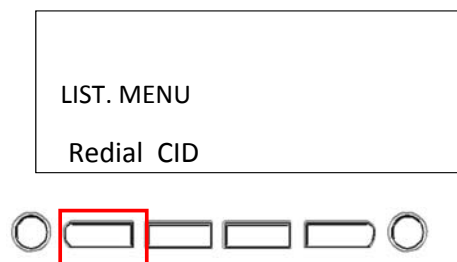
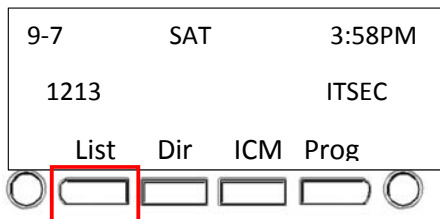


- Click on **CID**

TO MAKE REDIAL

Step 1:

- Select **List**



- Click on **Redial**