



X2020

## Quick Reference Card




Extension Name: \_\_\_\_\_

Extension Number: \_\_\_\_\_


Extension Pswd: \_\_\_\_\_

Check [www.xbluenetworks.com](http://www.xbluenetworks.com) for any updates to the documentation


### Answer a Call

1. When an incoming call rings at your phone, pick up the handset or press the speaker button. 
2. When you are done speaking place the handset back in the cradle or press the speaker button.




### Place a Call

1. Dial the telephone number and wait 5 seconds or press the Center Navigation Key ; or press an available line button and then dial the number.
2. Begin speaking when the called party answers or pick up the handset to speak privately.
3. When you are done speaking, place the handset back in the cradle or press the speaker button.


### Transfer a Call

1. While speaking to an outside party
2. Press the Transfer button. 
3. Press the programmed intercom button or dial the extension number of the person that will receive the call.
4. Hang up to complete the transfer




### Creating a Conference Call

1. Dial the first telephone number or while on a call place the first caller on hold 
2. Press the down arrow  which will open a second calling path
3. Dial the second party to be included in the conference call.
4. When the second party answers, press the conference button  and all Parties will be in the conference.

### Placing a Call on Hold

1. While on a call press the Hold button to place the call on hold. 
2. To retrieve the held call, press the hold button again. To retrieve the held call from another telephone press the respective line button


### Redial

1. While your telephone is idle, press the redial button 
2. Using the down Arrow Navigation key, select one of the 30 stored numbers.  Down Arrow
3. Press the center navigation key  to dial the selected number.


### Using the Navigation Keys



### Telephone Call Log

1. While your telephone is idle press the up arrow  to access the Call Log.
2. Select either Dialed, Missed or Received Calls
3. Locate the number to be dialed
4. Press the OK button to begin dialing.

### Programming and Using Speed Dial Numbers

1. While your telephone is idle press the down arrow  to access or Edit the 10 speed dial bins.
2. Use the down or up arrow to locate the desired number.
3. Press the OK button to begin dialing.

## Telephone ICONS

Message Light Bar



Cell Phone Like Navigation Keys



Message Button



Conference Button



Personal Phone Book



Headset Button



Transfer Button



Redial Button



Hold Button



Mute Button



Speaker Button



Telephone  
Line  
Buttons

Up  
Volume Bar  
Down



## Telephone Display ICONS



Connected



Night



DND



Disconnected

## Using Your Voice Mailbox

The display will show how many new messages you have. For example, when you have 1 new message the following will be displayed.



1. Press the message key to access VM.
2. Enter your mailbox password. The number of new messages will be announced.
3. Press 1 to listen to your new messages
4. The message will automatically save or you may delete the message by pressing 3 and \* while it is playing

Password: \_\_\_\_\_ (Default is 0000)

It is a good idea to change the default password, record your personal greeting, and record your name when setting up your voice mailbox.

- 1 - Listen to New Messages
  - 2 - Delete All Messages
  - 3 - Record Personal Greeting
  - 4 - Mailbox Password
  - 5 - Record Your Name
  - 6 - Send Message to Mailbox
- \* - Administration

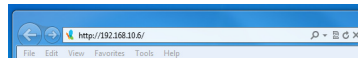
If your name greeting is not recorded the mailbox will not be in the dial by name search.

## Accessing your Voice Mailbox Remotely

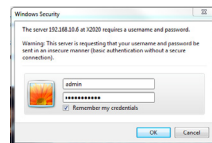
1. Call into the system.
2. When the Auto Attendant answers dial \* and your extension number.
3. Dial your Mailbox password

## Web Browser Programming Interface

1. Open your web browser and then enter the IP Address of the phone, which is found in the telephone Menu - by scrolling to "6.Info".



2. Login using admin, password (Default is 1234)



## Programming your Phonebook

1. In your Browser select the Phonebook tab
2. Enter the Name that will be associated with this number.
3. Enter the Number.
4. Select a special ringing tone, if desired
5. Select a group for this number

## Off Site Telephone Programming

1. Select the SIP tab from the main page
2. Enter the static IP address\* of the system into the "SIP Proxy Server, Outbound Proxy Server, Registrar Server, and Registrar Outbound Server" parameters.
3. Set the Phone Number, Display Name, Authorized ID and Authorized Password.
4. Only on Remote Workers - Click the check box to enable "Session Timer"
5. Only on Remote Workers - Change the "Session Expires" from 3600 to 20.

\*Use DDNS or a Fixed IP Address on the for the remote workers