





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 .



Redial

1. While your telephone is idle, press the redial button 
2. . Use the up or down navigation  key to locate the number to be dialled
3. Press the screen menu button under the word “Dial” to place the call

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 Locate the number to be dialled
3. Press the screen menu button under the word “Dial” to place the call

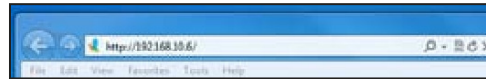
Creating a Conference Call

1. Dial the first telephone number and then press the conference button 
2. Dial the second party to be included in the conference call
3. When the second party answers, press the conference button All Parties will be in the conference 

Web Browser Programming Interface

Open your web browser and then enter the IP Address of the phone, which is found under Menu information.

Phone Information> IP Address:



When correct IP entered login panel will appear



Default Login:

Login: Admin
Password:1234

Program Options in Phone Browser

Phone Tab

Program Phone Settings such as:

- Phone Features and Speed Dial
- Call Waiting
- Call Forwarding
- Hold Reminder and Timer
- Block Anonymous

System Tab

- Set up Telephone Lines
- Set Time and Date
- Set the office's Hours of Operation
- Direct Inward Dial (DID) Numbers
- Set Extensions Number Range

EDM Console (DSS Module)

Program features on your Sidecar

Operating Mode	Auto Answer
Single Paged	All Paged
Single Paging	All Paging
Extension Number	Block Anonymous
Speed dial	Call Waiting
Ring Type	Hold Reminder



EIV-Small Office

Quick Reference Card



Extension Name: _____

Extension Number: _____

Extension Pswd: _____

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 place the handset back the cradle or press the speaker button.

Place a Call

1. Dial the telephone number and wait 5 seconds or press the Centre 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 through, 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



These Keys change as you use the phone



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.
3. Press 1 to listen to your new messages, the number of new messages will be announced.
4. Messages are automatically save or you may delete the message by pressing 2 after you listen to the message.

Password: _____ (Default is 1234)

It is a good idea to change the default password and record your personal greeting.

- 1 - Listen to New Messages
- 2 - Change your Password
- 3 - Record Personal Greeting













Pick up your voicemail remotely by dialing “*” while you are listening to your personal greeting and then entering your password.

Record System Greeting

1. Press Menu
2. Select “7. VAA Settings”
3. Enter Password (1234)
4. Select “3. Customize AA Voice” This will lock all other extensions
4. Select “1. On Duty (Day) Greeting”
“2. Off Duty (Night) Greeting”
“3. Other AA Voice Greetings

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	
Line Buttons	
Volume Bar	

				
Menu	Call	Do Not	Extension	Telephone
Program- ming	Forwarding	Disturb	Dialing	Lines Registered