

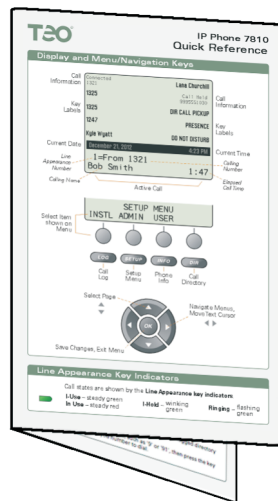


IP Phone 7810 Quick Reference

Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half.

The finished size is 5.5" x 8.5" after folding.



- In the Print dialog, set Page Scaling to None (Acrobat 6 or later), or unchecked 'Shrink oversized pages' and 'Expand small pages'. (Acrobat 5).

Duplex (two-sided) printers:

- Print both pages 3 and 4 to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

Single-sided printers:

- Print page 3 to a letter-size sheet, landscape (sideways) orientation.
- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page 4.
- Fold the printed sheet in half.

Call Directory

The Call Directory allows you to easily access up to 100 speed dial numbers.

DIR

Press the **DIR** key to view the Call Directory.
Press the **DIR** key again to exit.

Directory entries are displayed on 10 screen pages, with 10 entries per page.

JKL 5

To see a different directory page, select a page by pressing a dial pad key or press the Up Arrow or Down Arrow key.



Select **EDIT** to add a new directory entry or edit an existing one.
Enter a # character at the end of the number for immediate dialing.



Press the multifunction key next to the directory entry that you want to dial.

Setting the Ringer Volume



When the telephone is idle (not on a call), press the Volume Up or Volume Down key to change the ringer volume.



The telephone will ring once with the new ringer volume setting, and the new setting will be shown briefly in the display.



If **RINGER OFF** is shown in the display, press the Volume Up key while you are not on a call to enable the ringer.

Setting Up Speed Dial Keys

SETUP

Press the **SETUP** key to enter Setup Mode.



Select **USER** from the main menu, and then select **KEYS**.



Press an unlit multifunction key.



Select **NUMBER**.

JKL 5

Enter the speed dial string with the dial pad.
Enter a # character at the end for immediate dialing.



If the speed dial key is located on the phone (not on an 8030X Button Expansion Module), select **LABEL**, and then enter a label with the dial pad. The label will be shown on the display next to the key.

JKL 5

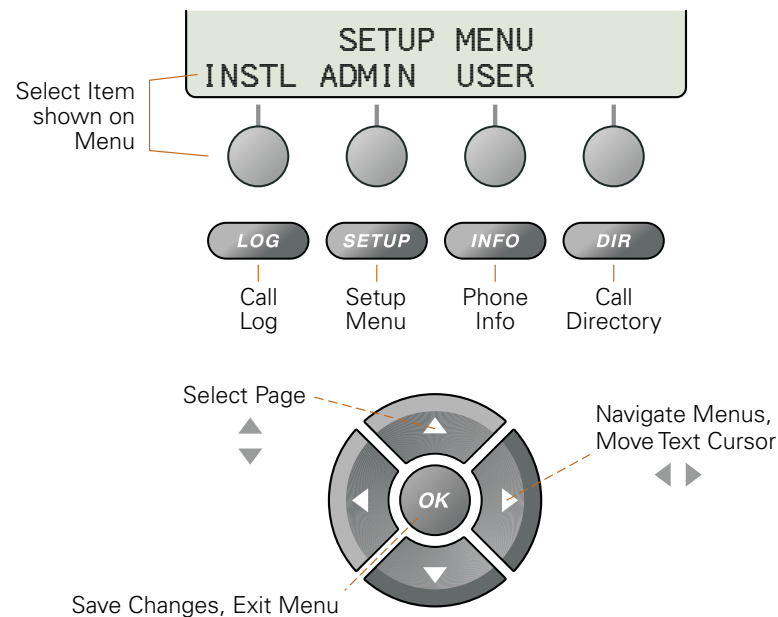
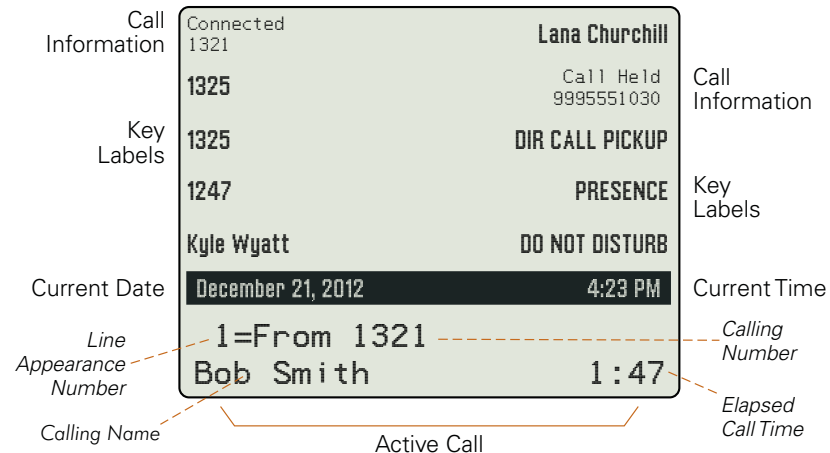


When you have finished editing the Speed Dial key, press the **OK** key to return to the key selection menu or press the **SETUP** key to exit Setup Mode.



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Display and Menu/Navigation Keys



Line Appearance Key Indicators

Call states are shown by the **Line Appearance** key indicators.



I-Use – steady green
In Use – steady red



I-Hold – winking green

Ringing – flashing green

User Setup Options

You can customize your telephone with these user options:

CLOCK – Time and Date VOICE – Handset/Headset Volume
KEYS – Speed Dial DISPLY – Display Contrast
DIR – Call Directory PIN – Call Log PIN
RING – Ringing Options

The system may be configured to set the clock automatically.

 **SETUP**

Press the **SETUP** key to enter Setup Mode.



Select **USER** from the main menu, then select the option you want to change.

 **SETUP**

Press the **SETUP** key when finished.

Placing a Call

Manual Dialing

Dial the number with the dial pad, and then select **SEND**, lift the handset, press the **SPKR** key, or press the **HEADSET** key.



You can also go off-hook before dialing. Select **SEND** or press the **OK** key after all digits are entered.

Speed Dialing or Direct Station Select



Press a speed dial or DSS/BLF key to automatically access an idle line and dial a number.

You can also dial from the Call Log or Call Directory.

Answering a Call



To answer the call shown in the display, lift the handset, press the **SPEAKER** key, or press the **HEADSET** key.



To answer a different ringing call, press its Line Appearance key.

Holding a Call



Press the **HOLD** key to place a call on hold.



Or press another Line Appearance or DSS/BLF key to automatically place the current call on hold and access another line appearance.



To reconnect to a held call, press its Line Appearance key or the **HOLD** key.

Transferring a Call



Press the **TRAN** key to place the current call on hold and access a new idle line appearance.



Press a speed dial or DSS/BLF key to dial the party to whom you wish to transfer the call.

Or dial the party with the dial pad and then select **SEND**.

You may wait until the called party answers to announce the call, or transfer it immediately before the called party answers.



Press the **TRAN** key again to complete the transfer.

Conferencing Calls



Press the **CONF** key to place the current call on hold and access a new idle line appearance.

Dial the party you wish to add to the conference.



Or press the key of a held call that you wish to add to the conference.



After the added party answers, press the **CONF** key to conference all parties together.



To remove the last party added, press the **DROP** key.

To remove yourself from the conference, disconnect the call (hang up). Other parties may remain connected, depending on the system configuration.

Call Log

 **LOG**

Press the **LOG** key to view the call log.
Press the **LOG** key again to exit.

Or select **UNANS**, if it is shown in the display, to show unanswered calls.



Select **UNANS** (unanswered calls), **ANSWD** (answered calls), **OUT** (outgoing) calls, or **ALL** (all call types).

Press the Down Arrow key to view previous (older) calls.

Press the Up Arrow key to view the last-displayed (newer) call.

Select **DELETE** to remove the call from the log.



Select **DETAIL** to view IP packet statistics; select **DATE** to return to the time/date/duration display.



To dial the call log entry, select **CALL** to access an idle line and show the logged directory number in the display.



Add any required prefixes, such as '9' or '91', and then select **SEND** or press the **OK** key.