# X2020

Quick Reference Card

Extension Name: _____

Extension Number: _____

Extension Pswd: _____

09/2011

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## Answer a Call

When an incoming call rings at your phone, pick up the handset or press the speaker button.

When you are done place the handset back in the cradle or press the speaker button.

## Place a Call

Dial the telephone number and wait 5 seconds or press the check button ✓; or press an available line button and then dial the number.

Begin speaking when the called party answers or pick up the handset to speak privately.

When you are through, place the handset back in the cradle or press the speaker button.

## Transfer a Call

While speaking to an outside party

Press the Transfer button.

Press the programmed intercom button or dial the extension number of the person that will receive the call.

Hang up to complete the transfer

## Creating a Conference Call

Dial the first telephone number or while on a call

Place the first caller on hold

Press the down navigation key, which will open a second calling path

Dial the second party to be included in the conference call.

When the second party answers, press the conference button. All Parties will be in the conference.

## Placing a call on Hold

While on a call press the Hold button to place the call on hold.

From another extension, press the held telephone line, or press your hold button again

## Redial

From an idle telephone press the Redial button Using the down navigation key, select one of the 30 stored numbers.

Press the center navigation key to dial the selected number.

## Using the Navigation Keys

## Using Received, Missed & Dialed Number Logs

1. From an Idle phone press the up arrow to access the Call Log.
2. Select between Dialed, Missed and Received Calls
3. Locate the number to be dialed
4. Press the OK button to begin dialing.

## Programming and Using Speed Dial Numbers

1. From and Idle phone 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.

## 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.

Enter your mailbox passcode. The number of messages will be announced.
Press 1 to listen to your new messages

The message will automatically save or you may delete the message by pressing 3 and * while it is playing

Passcode:_____ (Default is 0000)

It is a good idea to change the default passcode (4), record your personal greeting (3), and record your name (5) 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
* - Administraiton

## Accessing your Voice Mailbox Remotely

Call into the system from a touch tone telephone.

Dial * and then your extension number.
Dial your Mailbox passcode

## 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

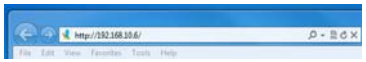
Volume Bar

## Telephone Display ICONS

Connected Night DND Disconnected

## 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 - 6. Info.



2. Enter the Admin Password (Default is 1234)

## Programming your Phonebook

1. Select the Phonebook tab
2. Enter the Name to be associated with this number.
3. Enter the Number.
4. Select a special ringing tone, if desired
5. Select the a group for this number

## Off Site Telephone Programming

1. Select the SIP tab from the main page
2. Enter the **X-50** Gateway address in 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 **X-50** for remote workers