

The Advanced IP-PBX Communication Solution

PHILIPS

SOPHO IPC 100

**Single Line Telephone
User Guide**

Before using Your Telephone...

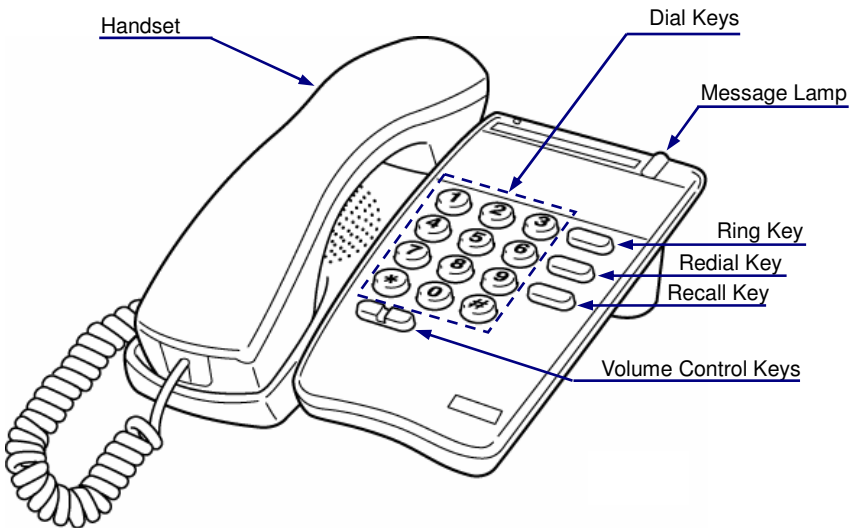
Thank you for purchasing the SOPHO IPC 100 system.

The telephone described in this manual should only be connected to a SOPHO IPC 100 system by means of the installation cables that come with the equipment.

Due to the flexibility built into the system, your **Dialling Codes and Feature Capacities** may differ from those in this guide. Check with your Supplier / System Administrator and make a note of any differences.

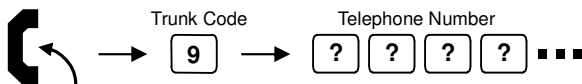
Using Your Telephone

Typical Single Line Telephone is displayed here. This User Guide describes general analogue Single Line Telephone (SLT) procedures. Refer to the User Guide included with to your specific SLT for details on additional key functions.



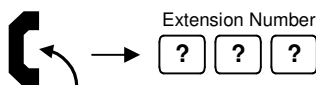
Placing Calls

Placing an Outside Call



- ◆ Listen for Dial Tone before dialling the Telephone Number.

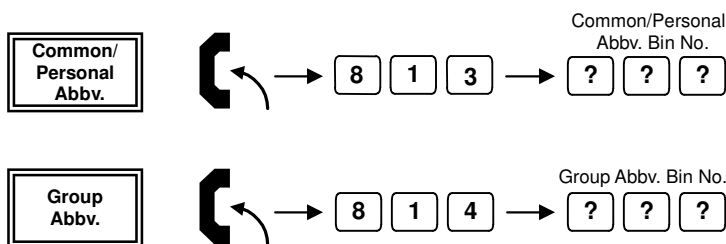
Placing an Intercom Call



- ◆ Your call will ring or voice-announce. If you hear ringing, wait for an answer. If you hear a beep, begin speaking. Dialling "1" changes voice/ring mode (where the destination is an IPC 100 Telephone).

Placing Calls Quickly

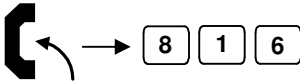
Abbreviated Dialling <for outside calls>



- ◆ Common/Personal Abbreviated Dialling Bins are numbered as follows (by default):
2-digit dialling: Common = 00-79, Personal = 80-99, or
3-digit dialling: Common = 000-899, Personal = 990-919.
- ◆ Single Line Telephones cannot store a number into an Abbreviated Dialling Bin. For this you must use an IPC 100 Display Telephone or PC Programming application. Ask your PBC Authorised Supplier for details.
- ◆ System programming is required to provide Group Abbreviated Dialling. Ask your PBC Authorised Supplier for details.

Placing Calls Quickly

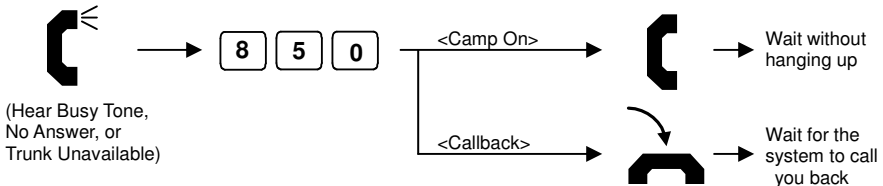
Last Number Redial <for outside and intercom calls>



- ◆ Intercom numbers can also be stored under Last Number Redial. (System programming is required. Ask your PBC Authorised Supplier for details.)

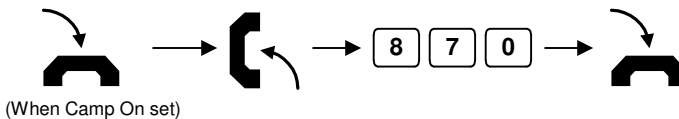
If your call doesn't go through...

Setting Camp On / Callback / Trunk Queuing



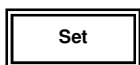
- ◆ <Camp On> For Intercom Call, when you hear ringing, wait for the called party to answer.
For Trunk Queuing, when you hear Dial Tone, begin dialling the telephone number.
- ◆ <Callback> For Intercom Call, when your phone starts the ringing, lift handset and wait for the called party to answer.
For Trunk Queuing, when your phone starts the ringing, lift handset, hear Dial Tone and begin dialling the telephone number.

Cancelling Camp On / Callback / Trunk Queuing



If your call doesn't go through...

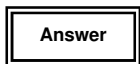
Setting / Answering a Message Waiting Indication



→ [8] [4] [1] →



(Hear Busy Tone or No Answer)



Your phone's
MW Indicator
is flashing

→ [8] [4] [1] →



- ◆ When you set MW, the called party's MW Indicator starts to flash.
- ◆ When you answer MW, the MW Indicator shall automatically go off when the called party answers.

Cancelling a Message Waiting Indication (at originating extension)



→ [8] [7] [1] →

Extension Number
you want to cancel MW

→ [?] [?] [?] →



Clearing All Message Waiting Indications (at any extension)



→ [8] [7] [3] →



- ◆ Clear all messages (you have left for other extensions and messages other extensions have left for you).

Answering Calls

Answering an Outside / Intercom Call



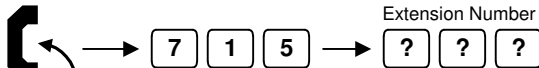
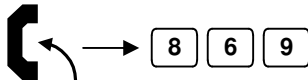
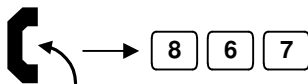
(Ringing)



- ◆ Each type of incoming call can have its own distinctive ringing pattern. Ask your PBC Authorised Supplier for details.

Answering Calls

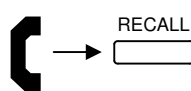
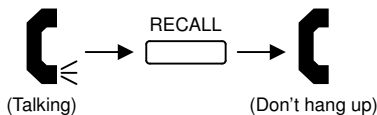
Picking up another Extension's Call



- ◆ *System programming is required to allow Group Call Pickup. Ask your PBC Authorised Supplier for details.*

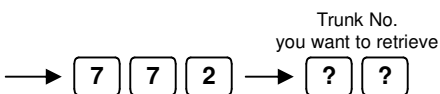
Hold / Transferring Calls

Placing a Call on Hold / Retrieving a Held Call

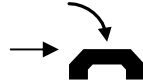
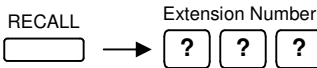


- ◆ If you go on hook, the held call will ring back.
- ◆ This operation puts your call on Exclusive Hold. Other extension users can not take the call off Hold.

Retrieving a Held Outside Call

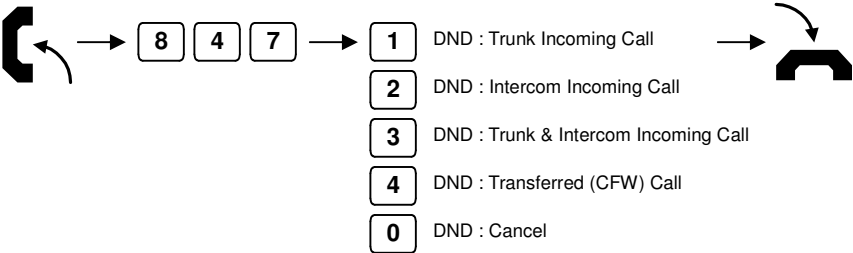


Transferring a Call to another Extension



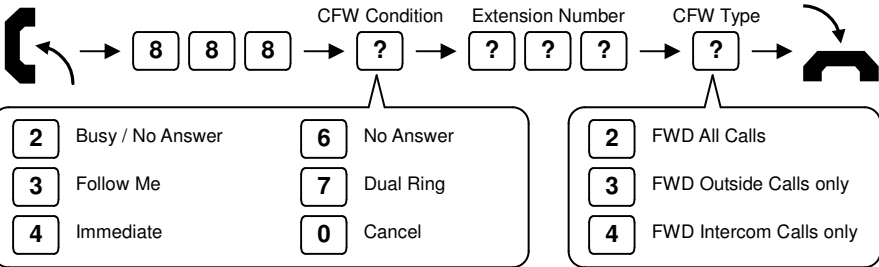
Forwarding Calls / Do Not Disturb

Do Not Disturb (DND)



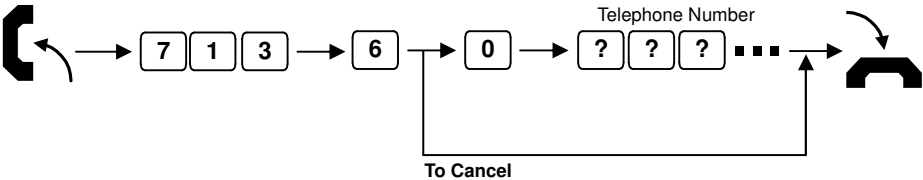
◆ When you set DND, the Internal Dial Tone pattern changes.

Call Forwarding / Follow Me



◆ When you set a Call Forward, the Internal Dial Tone pattern changes.

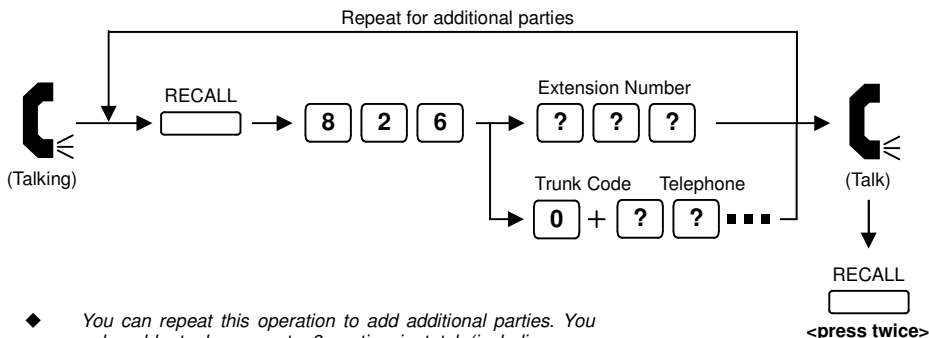
Call Forward Off-Premise



◆ When you set a Call Forward, the DND/CONF Key's lamp flashes and the Internal Dial Tone pattern changes.

Conferencing

Establishing a Conference Call



EU REGULATORY INFORMATION

CE Notice (European Union)



Hereby, "Philips Business Communications", declares that this system terminal for the SOPHO IPC 100 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC. For a copy of the declaration of conformity please visit <http://www.sopho.philips.com/doc> or contact us at the address mentioned in this manual.

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Philips Business Communications
P.O. Box 32
1200 JD Hilversum
The Netherlands

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Product disposal information

For countries in the European Union



The symbol depicted here has been affixed to your product in order to inform you that electrical and electronic products should never be disposed of as municipal waste.

Electrical and electronic products including the cables, plugs and accessories should be disposed of separately in order to allow proper treatment, recovery and recycling. These products should be taken to a designated facility where the best available treatment, recovery and recycling techniques are available. Separate disposal has significant advantages: valuable materials can be re-used and it prevents the dispersion of unwanted substances into the municipal waste stream. This contributes to the protection of human health and the environment.

Please be informed that a fine may be imposed for illegal disposal of electrical and electronic products via the general municipal waste stream.

In order to facilitate separate disposal and environmentally sound recycling, Philips Business Communications has made arrangements for local collection and recycling in all member states of the European Union. In case your electrical and electronic products need to be disposed of please refer to the contractual agreements that your company has made upon acquisition of these products. Should this information not be available, please contact the local Philips organization or contact us at www.sopho.philips.com.

For Countries outside the European Union

Disposal of electrical and electronic products in countries outside the European Union should be done in line with local regulations. If no arrangement has been made with Philips Business Communications or your supplier, please contact the local authorities for further information.