VigorPhone 350
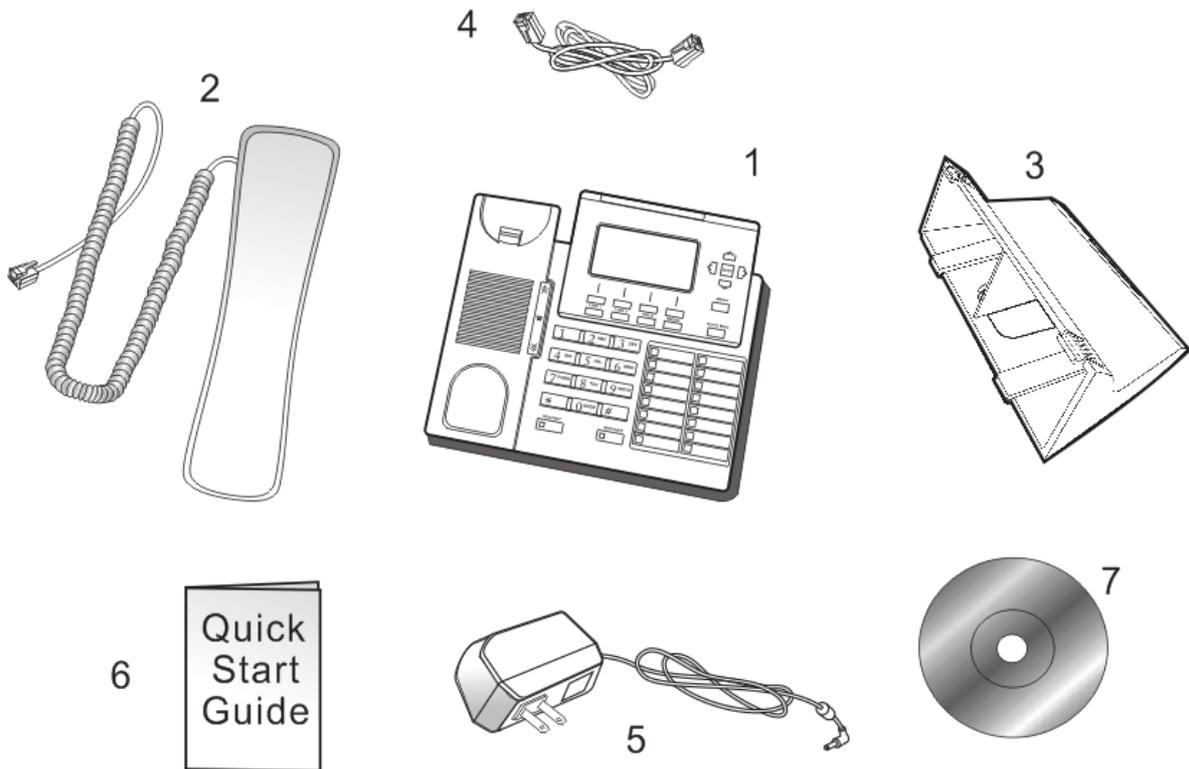
Quick Start Guide

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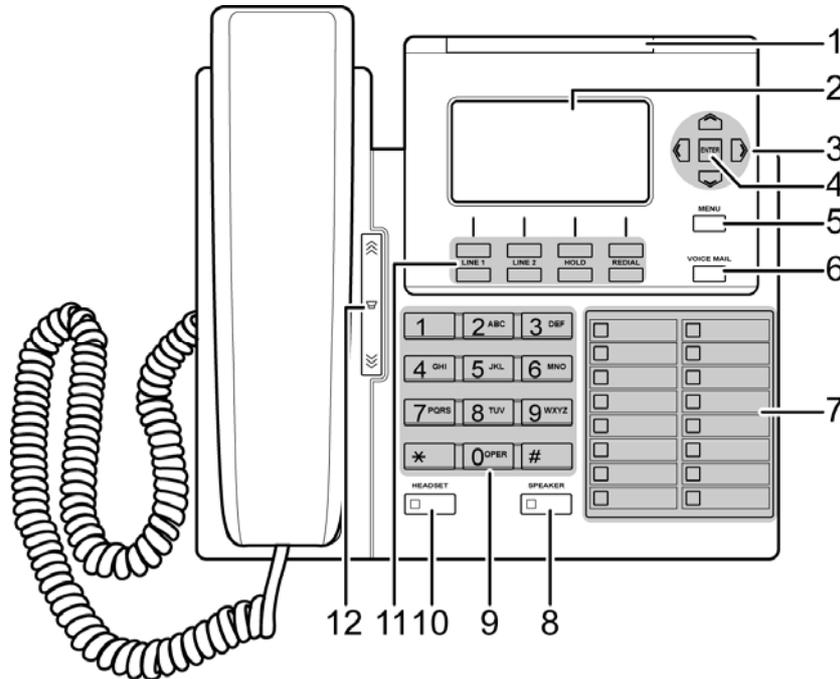
① Package Contents

Thank you for purchasing VigorPhone 350! Please check the content of package before you start to use this product. If any item is missing, please contact your dealer.

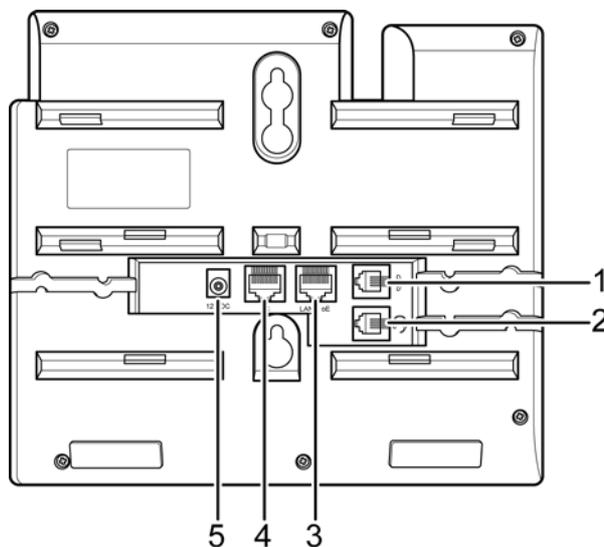|	
1. IP Phone (main body)	1 pc
2. Handset	1 pc
3. Phone Stand /Bracket	1 pc
4. Network Cable	1 pc
5. AC Adapter	1 pc
6. Quick Start Guide	1 pc
7. CD (Documentation)	1 pc

② Descriptions of Components

Here are the descriptions of all major components and function keys of this phone:

| Item	Name	Description
1	Incoming call indicator	A red light indicates an incoming call.
2	Display screen	Displays calls and status information.
3	4-way Navigation keys	Press to scroll through lists and menus on the display.
4	ENTER key	Press to enter a menu.
5	MENU	Press to enter the menu options or exit to standby mode.
6	VOICE MAIL	Press to listen to voice mail messages. Steady red lights on means there is a new voice message.
7	Memory keys with LED indicators (Speed dial \BLF)	Press any of the keys to speed dial the preset contact number. By enable BLF (Busy Lamp Field) to a specify SIP server, each key enables indication of line status from a SIP server. There are three status that BLF lights on: * Steady green lights when the line is not in use and registered to SIP server. * Steady red lights when the line is busy. * Blink red lights when the line is ringing
8	SPEAKER	Activates the speakerphone to allow hands free conversations.
9	Alphanumerical keys	Press these keys to enter phone numbers and texts.
10	Headset	Press to activate a call using external headset.
11	Soft Keys	
	Icom (Intercom)	Press the button and the extension number you want to dial. The call will be automatically established with the other end.
	Missed	Press to view missed calls information.
	DND(Do Not Disturb)	Press to block all incoming calls.
	P.book(Phone Book)	Press to access the personal phonebook directory.

Item	Name	Description
	Trans.(Transfer)	Press to transfer a call.
	Conf.(Conference)	Press to initiate a conference call.
	Schdl.(Schedule)	Press to create, view, edit, or delete schedule.
	ACK (acknowledge)	Press to acknowledge event notice.
	Select	Press to apply setting.
	Edit	To edit the selected item.
	Back	To go back to the previous level.
	Save	Save the related information.
	Apply	To save and apply changes.
	Info.(Information)	Press to view settings of the selected option.
	Function Keys	
	LINE 1 / LINE 2	There are two LINEs bottons in this IP Phone. Each line represented a SIP call for the following status: - The line is not used the line stays no lights. - Dialing a call, the selected line key lights on steady green If a call has sent Green lights off and turns on steady red light. * When an existing call has been put on hold, the represented button will light up in green.
	HOLD	Press to put an active call on hold.
	REDIAL	Press to call from call history dialed Calls.
12	Volume control keys	Press to increase or decrease the volume of the ringer tone or talking volume in handset, handset, or speakerphone.

Item.	Name	Description
1	Handset Jack	Connects to the phone. RJ-9
2	Headset Jack	Connects to an external headset.RJ-9
3	LAN/ PoE Port	Connects to LAN cable. 10/100Mbps RJ-45 port for LAN (uplink) connection. If you are using Power over Ethernet (PoE), the power to the phone is supplied when you connect the Ethernet cable. Draws power from either spare line or signal line.
4	PC Port	Connects to PC. 10/100Mbps RJ-45 port for PC (downlink) connection.
5	Power Jack	Connects to AC power adapter. 12V DC power port.

③ Setup Your IP Phone

Please follow the instructions listed below to setup your IP Phone:
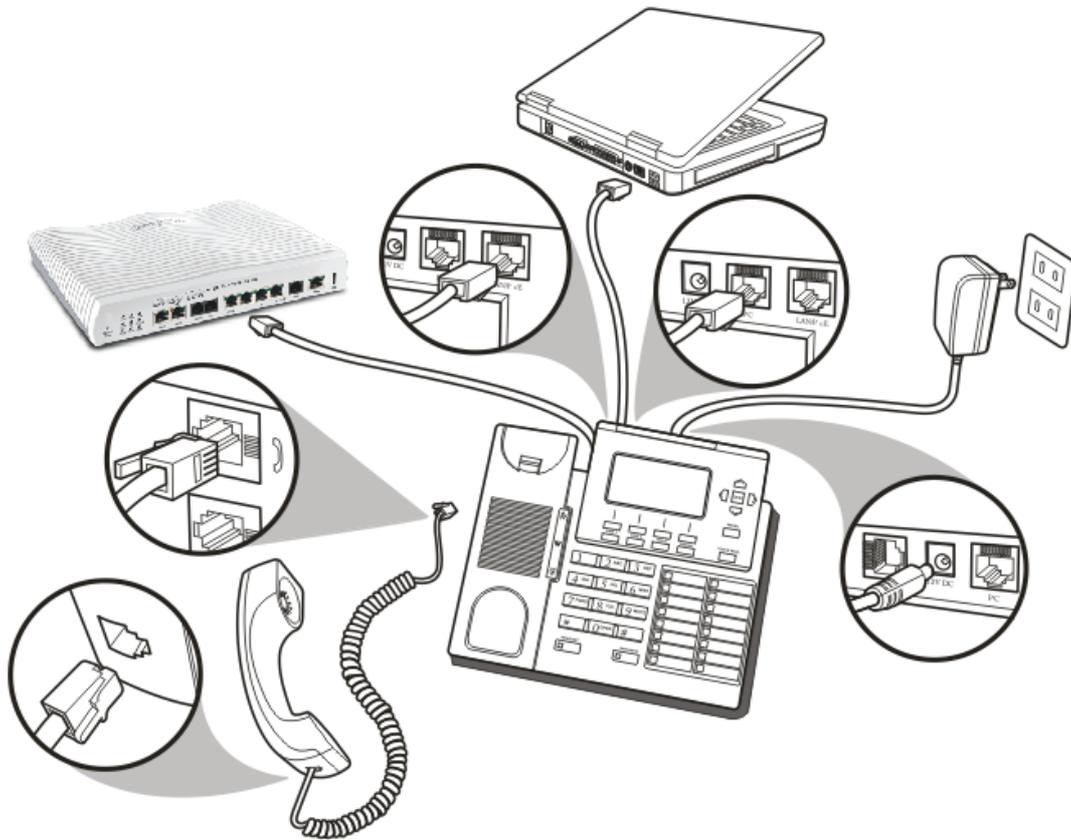
You should be able to see some text displayed on LED screen now, please follow the instructions on next page to setup network parameters.

④ Accessing Web Configurator

It contains information to help you configure the settings for your VoIP phone from the web browser. Below shows the default settings:

Default IP:	DHCP Enabled
Login user name:	admin
	No password

To access the web configuration menu, do the following:

1. Connect one end of the Ethernet cable provided to the **PoE/LAN** port of your phone, connecting to the internal network of your company.

2. Connect one end of the network cable to the PC port of your phone, connecting to your personal computer.

3. Plug the power of the VoIP phone.

4. Select the **Menu** soft key.

5. Select **Network>>LAN Ports Settings**, and then press the **Info** soft key. You will be able to see the IP address displayed on the LCD screen.

6. Open your browser (such as Internet Explorer, Netscape, etc.) and type in the web address of the phone. For example, if the IP address you obtain in step 5 above is 192.168.1.172, please input the web address: http:// 192.168.1.172.

7. The Web login page is displayed. Enter the user name and the password and click Login. The administrator's user name is "**admin**" with no password.

For more detailed information about network configuration, please refer to User's Manual.

Frequently Use Phone Commands

Items	Method
Answering a Call	An incoming call is indicated by a ringing tone and a red light on the incoming call indicator. You can answer the call by doing one of the followings: 1. Pick up the **handset** to answer the call. 2. Press the **Headset** key on the phone to answer the call. 3. Press the **Speaker** key on the phone to answer the call. 4. Press the **Line 1 / Line 2** on the phone to answer the call. * You may also set "Auto Answer" to pick first in progress call automatically.
Making a Call	**Dialing with the Keypad** 1. Enter the telephone number with the alphanumerical keypad, as shown below. If you enter an incorrect digit, press the **Delete/Clear** soft key to erase the incorrect digit. 2. After entering the number you want to call, press the **#** key to force dialing or wait for 4 seconds (default value) before the number is dialed automatically. **Looking up a Number from the Phone Book** You can call your contacts using the contact information stored in the phone book. To make a call to a person from the phone book, follow the steps below: 1. Press the **Menu** key to display the menu options. 2. Select **Phone Book** and press the **Enter** key to display your phone book. 3. Scroll through the list until you find the contact you want to call. Select the entry you want to make the call, and press the **Dial** soft key or pickup handset/headset to make the call.
Making a Call to an IP Address	You can also make a call to an IP address by inputting the IP address with the keypad. (For example: 192*168*1*100)
Making a Call to SIP Server	In order to make a SIP call, the phone must be registered to a SIP server. If there is more than one account registered, you can use 4-way Navigation keys "up" or "down" to select an account first.
Speed/BLF (Busy Lamp Field)	You can use the speed dial hotkeys, located on the right side of the phone, to configure the most commonly dialed numbers. Use the function to dial a number quickly, instead of keying in a complete number. To call a number using speed dialing, follow the steps below: ● Press the speed dial memory hotkey (1~16) that has been assigned to the phone number from the numeric keypad.
Dialing to Multiple SIP Accounts	This Phone allows two simultaneously SIP calls at the same time. You can use line buttons (LINE 1 and LINE 2) to make/receive/switch two calls. Each line button has a LED back light to help user identify line status as follows: • Green light means "dialing" status • Red light means "occupied / Ring" status • Green light blinking means "Hold" Status For example: First Call: Dialing by LINE1 button or using handset/headset or speaker. Second Call: Dialing by LINE2 button or press "Hold" key to put the first call on hold. Each of the line bottom (LINE 1 or LINE 2) is represented with a virtual SIP channel. By default, outgoing call uses the first VoIP account. You can switch to another account by pressing the navigation key up and down. • For example: Configure ACCOUNT1 and ACCOUNT 2 with Registration ID as "VoIP1", "VoIP2" respectively and ensure that they are active and registered. If the first VoIP1 is selected, all calls will go through VoIP1.

Redialing a Number	To quickly dial a number that you have dialed recently, do one the following: 1. Press the Redial key on the phone. The LCD displays dialed numbers in call history. 2. To dial the number, press the **Dial** soft key or pickup handset/headset to make the call.
Call Options	While a call is in progress, a number of additional options are available.
Using the Speaker Phone	For hands free operation, you can use the built-in speaker to talk on the phone. To use the speakerphone, follow the steps below: 1. While talking on the phone, press the **Speaker** key on the bottom side of the phone to enable the Speakerphone function. 2. Press Speaker key again to terminate the call.
Putting a Call on Hold	You may want to put a call on hold temporarily while doing some work or attending to a second incoming or outgoing call. To put a call on hold, do one of the following: • Press the **Hold** soft key on the phone to put the call on hold. • When you receive a second call, press the next available LINE key to attend to the new call, and the first call will be put on hold automatically.
Conducting a Three-Way Conference Call	To initiate a three-way conference call, follow the steps below: • Call the first participant of the conference call as described in **Making a Call**. • Put the first participant on hold as described in **Putting a Call on Hold**. • Call the extension number of the second participant of the call. • Press the **Conference** soft key on the phone to include all participants in the call. • To end the three-way conference call, simply hand up the call directly Each line button has a LED back light to help user identify line status as follows: • Green light means "dialing" status • Red light means "occupied / Ring" also "two lines light in Red when Conference" status. • Green light blinking means "Hold" Status
Transferring a Call	To transfer a call to another phone number, follow the steps below based on ways IP PBX or ITSP: 1. Attend Transfer - While a call is in progress, press the Trans or Hold button on the phone. Dial the number to which you want to transfer the call. Once the call established, you can speak to the callee then hang up the phone to transfer the call. 2. Un-Attend Transfer - While a call is in progress, press the Trans or Hold soft key on the phone. Dial the number to which you want to transfer the call and then hang up the phone to transfer the call.
Using the Intercom Function	1. Press the Icom soft key on the phone, and then dial the extension number of the number you desire to talk to. 2. After the call is connected, you may start talking. The person you called will hear your voice over the speaker. 3. Press Speaker button to end the call.
Blocking All Calls Using the DND Function	The DND (Do not Disturb) feature allows you to reject and block all incoming calls without ringing your phone. To activate the DND function, follow the steps below: 1. Press the DND soft key on the phone. A "DoNotDisturb" message is displayed on the screen. 2. Press the DND soft key again to disable the DND function.
Checking Voice Messages	Press Voice Mail button to access voice mail. If the Voice Mail button lights red, it indicates that you have at least one new message left in your voicemail box. **NOTE:** If there is more than one SIP profile in this phone, use NAVI key "up" "down" to select different SIP profile voice mail boxes. To enable Voice mail feature, please check with service provider for more information.