

One Talk - T74LTE Smart Desk Phone

User guide



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Before you begin

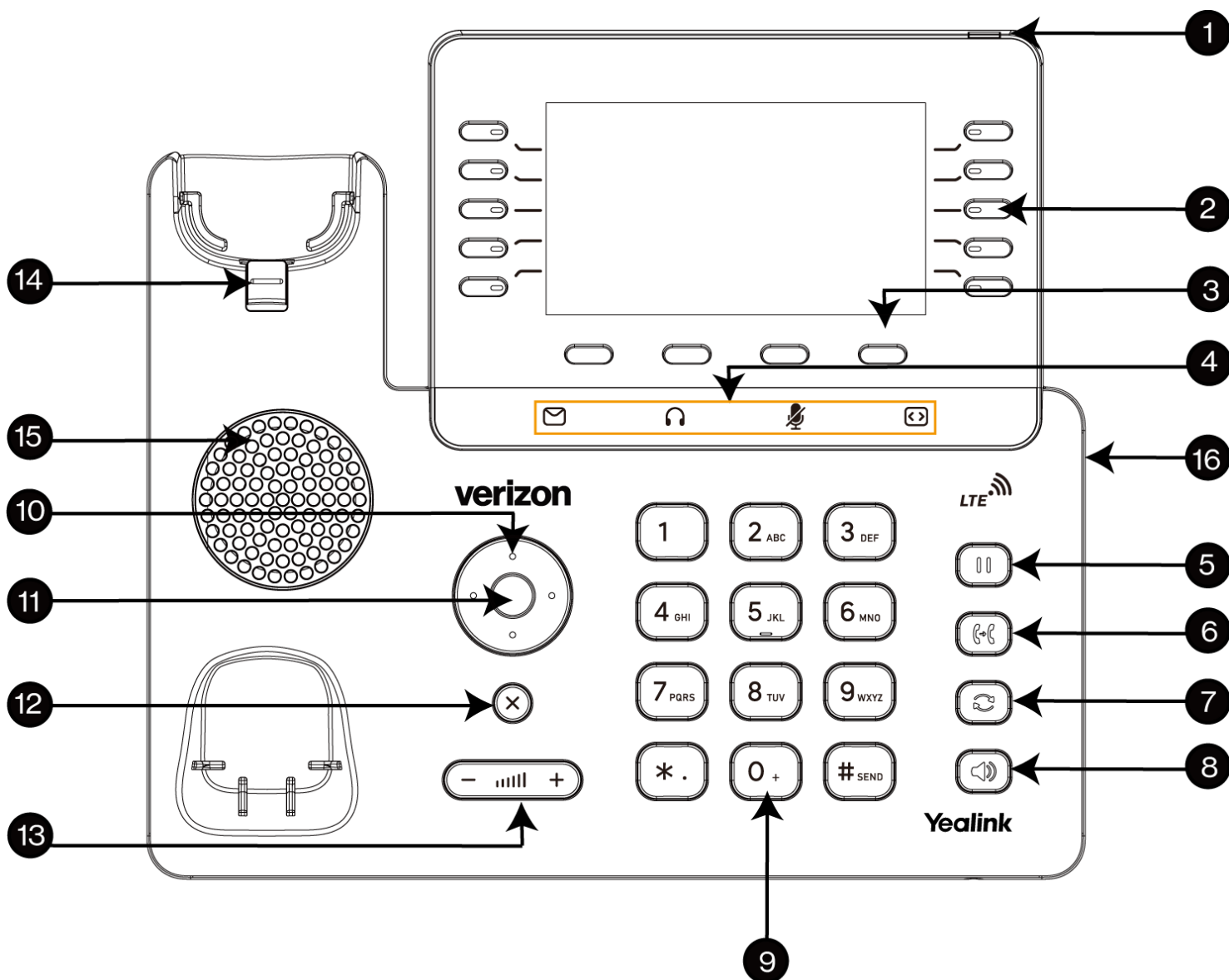
This guide provides information you need to quickly use your new phone, the examples and graphics in this guide may not directly reflect what is displayed or is available on your phone screen since the device firmware is constantly updated.

Get Started

Before you use your phone, take some time to get familiar with its features and user interface. The terms “the phone” and “your phone” refer to the T74LTE Smart Desk Phone.

Hardware overview

Understanding the phone hardware helps you easily use the phone's features.



T74LTE Hardware

No.	Item	Description
1	Power LED indicator	Indicate call status, message status, and phone's system status.
2	Lime key	Access your phone lines and features.
3	Soft key	Confirm actions or answers incoming calls.
4	Touch key	<ul style="list-style-type: none"> • Message Key: Access voice mails. • Headset Key: Toggle and indicates the headset mode. The key LED glows green when headset mode is activated. • Mute Key: Toggle and indicates mute feature. The key LED glows red when the call is muted. • Page Key: Navigate through different pages or screens on the device.
5	Hold key	Place a call on hold or resumes a held call.
6	Transfer key	Transfer a call to another party.
7	Redial key	Redial a previously dialed number.
8	Speakerphone	Toggle the speakerphone (hands-free) mode or not. The LED indicator glows green when the speakerphone is activated.
9	Keypad	Enable you to enter numbers, letters, and special characters.
10	Navigation keys	<ul style="list-style-type: none"> • Scroll through information or options displayed on the screen. • Access History and Directory respectively.
11	OK key	Access Status.
12	Return key	Return to the previous menu.
13	Volume key	Adjust the volume of the handset, the speakerphone, the earphone, the ringer, or the media.
14	Reversible Tab	Secure the handset in the handset cradle when the phone is mounted vertically.
15	Speaker	Provide audio output during hands-free.
16	USB Port (on the side)	Allow you to connect an optional USB device (for example, a USB flash drive) to your phone.

Power LED Indicator

The power LED indicator indicates the call and message status.

LED Status	Description
Solid red	The phone is initializing.
Fast-flashing red (0.3s)	The phone is ringing.
Slowly-flashing red (1s)	The phone receives a voice mail.
Solid red for 0.5s and off for 3s alternately	The phone enters the power-saving mode.

LTE

You can view and set 4G and phone-related status and functions on the phone.

Procedure

1. Go to **Menu > Device Info > More > LTE**
2. You can check the following information:

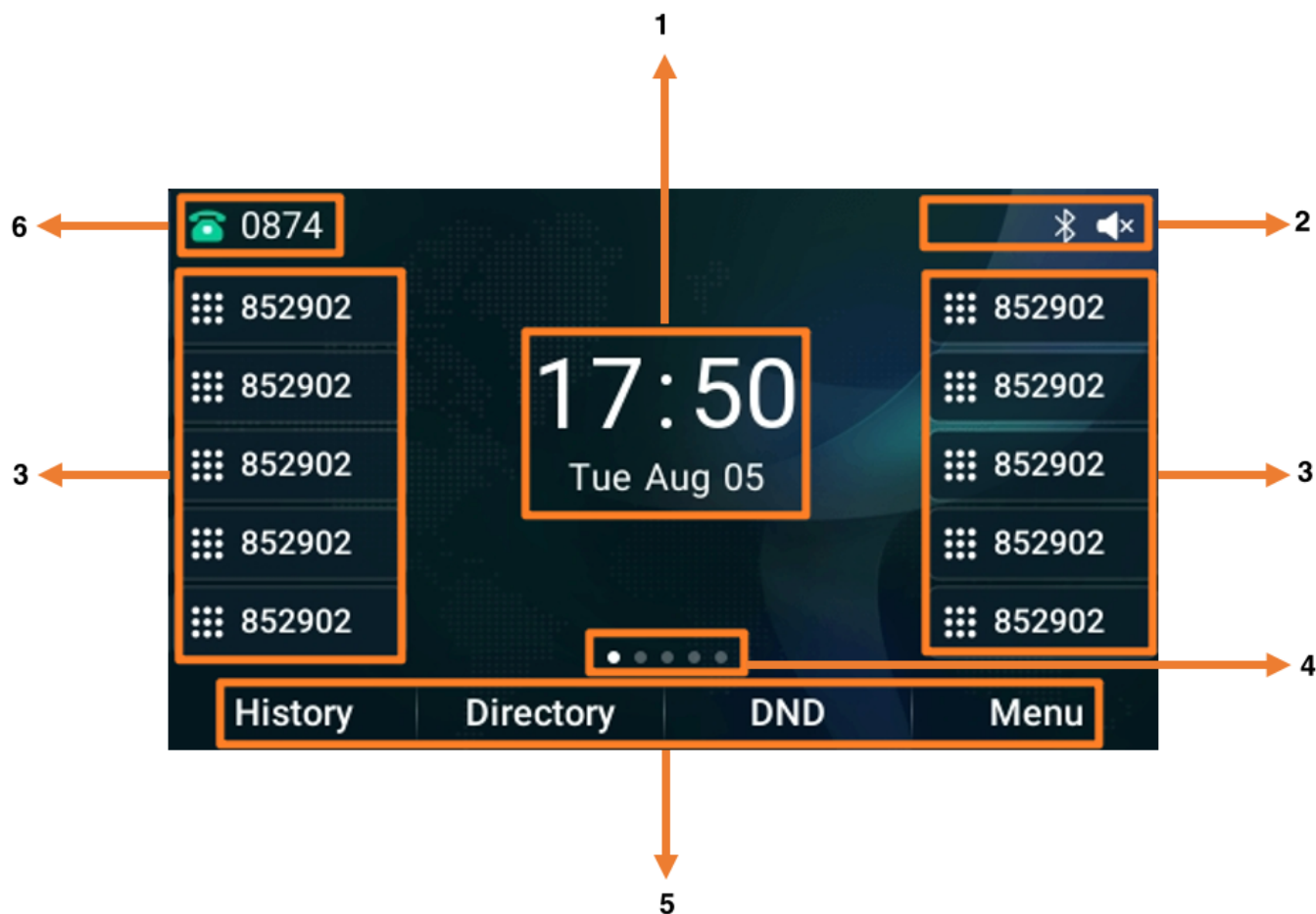
Item	Description
SIM status	<p>Check the SIM card information.</p> <ul style="list-style-type: none"> • Network: Displays the name of the carrier, such as “Verizon”. • Signal strength: Displays signal strength, such as “xx dBm xx asu”. (If no corresponding strength, displays: Unknown) • Mobile network type: Displays the type of mobile network, such as 4G. (If none, displays: Unknown) • Service state: Displays service status. (In Service/Out of Service) • Roaming: Displays roaming status. (Not roaming/Roaming) • Mobile network state: Displays the status of mobile network connection. (Connected/Disconnected)
IMEI	<ul style="list-style-type: none"> • TIMEI • IMEI SV
Phone number	Automatically retrieve the number from the SIM card and display it; if the number does not exist, it will display Unknown.

Screen and Icons

The user screens and icon indicators can help you navigate and understand the important information on the phone's status.





Home screen

On the home screen, you can view the phone's current state, add line keys, and access the dialing, Directory, and History screens.

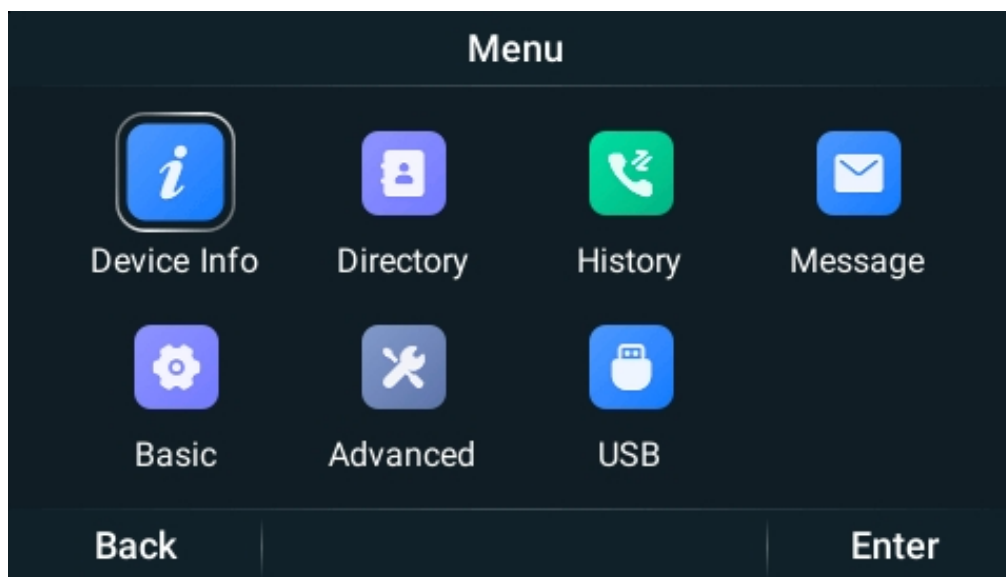


No.	Item	Description
1	Digital Clock Widget	Displays the phone's time and date.
2	Status Bar	Displays the phone's status icons.
3	Line Key List	Displays the line key labels.
4	Screen Indicator	Indicates which idle screen is displayed.
5	Softkeys	<ul style="list-style-type: none"> • History: Press to enter the history screen and view call history. • Directory: Press to enter the directory screen and view contacts. • DND: Press to enable or disable the DND feature. • Menu: Press to enter the menu screen and configure settings.
6	Default Account	The label of the default account is displayed on the left of the status bar. If there is no account registered, this field will display No Service.

Status Icons

No.	Icons	Description
1		Mute mode: Mute mode is enabled.
2	4G	4G LTE active: The device is connected to a 4G LTE wireless network.
3		Signal Strength: Cellular network signal strength.
4		Network not available: Wi-Fi is active and no Wi-Fi network is connected.
5		Wi-Fi available: Wi-Fi is active and a Wi-Fi network is connected.

Menu introduction



Menu	Description
Device info	<p>Indicate call status, message status, and phone's system status.</p> <ol style="list-style-type: none"> 1. IPv4 2. IPv6 3. MAC 4. Machine ID 5. Wi-Fi SSID 6. Wi-Fi MAC 7. Firmware 8. More... <ul style="list-style-type: none"> • Network: Provide detailed information about the device's network status, including IPv4 Status, IPv6 Status, IP Mode, MAC, Wi-Fi MAC, VLAN ID, WAN Port Status, and PC Port Status. • Phone: Provide comprehensive information about the device, including Product Name, Hardware, Firmware, Product ID, MAC, Wi-Fi MAC, Bluetooth MAC, Device Certificate, and LTE Module. • Accounts: Check the default and registered accounts. • QR Code: Scan to check the phone information.
Directory	Access and manage contacts.
History	Check call history records.
Message	View and manage voice mail and SMS messages.

Menu	Description
Basic	<ol style="list-style-type: none"> 1. Language: Set the display language. 2. Time & Date: Set the system time and date. 3. Display: Adjust screen settings, including Backlight, Wallpaper and Screensaver. 4. Sound: Configure audio settings. 5. Change PIN: Change the security PIN code. 6. Phone Lock: Lock or unlock the device. 7. Bluetooth: Manage Bluetooth connections. 8. Wi-Fi: Manage Wi-Fi connections. 9. Analog Headset: Configure analog headset settings. 10. Reboot: Restart the device. 11. Update Configuration: Update device configuration. 12. Airplane Mode: Enable or disable all wireless connections. 13. Switch Account Mode: Change the account mode, including LTE Mode and LAN Mode.
Advanced	<ol style="list-style-type: none"> 1. Network: Configure the network, including PC-WAN Port, Wi-Fi Config, VLAN, Web Server, 802.1x, VPN, LLDP, CDP, and NAT. 2. Reset Config: Reset the device to its factory settings.
USB	Manage USB devices and connections.

Enter information

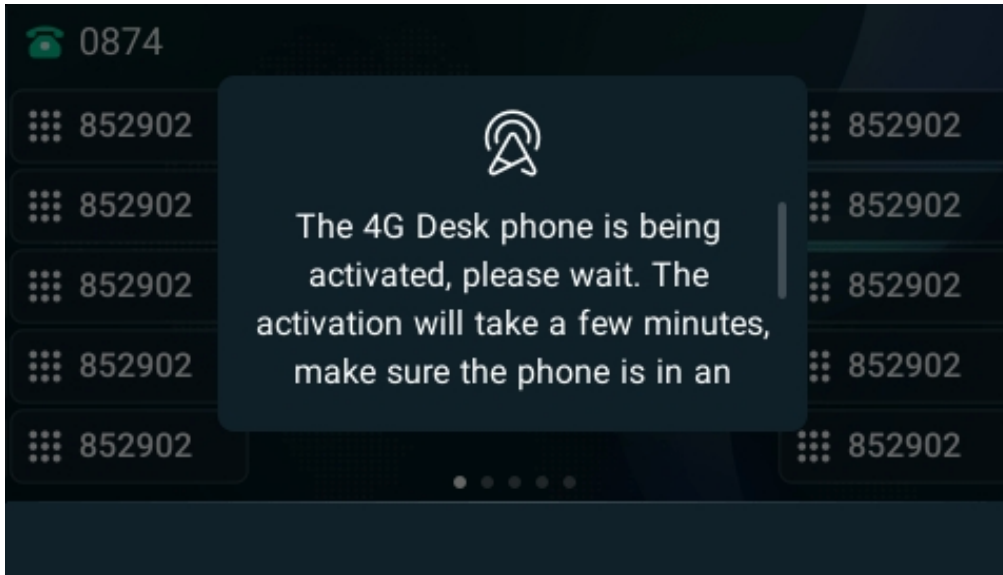
You can use the keypad keys on your phone to enter or update field information. The following table describes how to enter different characters using the keypad keys.

Task	Action
Switch input modes	Press the ABC, abc, Abc, 2aB , or 123 soft key to switch the input modes.
Enter alphas	Select ABC, abc, 2aB , or Abc mode. Press a keypad key repeatedly to view the character options and stop when the letter you want to enter is displayed in the field. Wait one second, and then enter the next letter.
Enter numbers	Select 123 mode, press the corresponding keys.
Enter special characters	Select ABC, abc, 2aB , or Abc mode, and press * key or # key one or more times to enter one of the following special characters: * key : *,'!-()@/:_+&%=<>£\$¥¤[]{}~^ `~\$#" # key : # In 123 mode, you can press the * key to choose the following special characters: .*/@[].
Insert space	Select ABC, abc, 2aB , or Abc mode, press the 0 key.
Move cursor	Press the left or right navigation key to position the cursor.
Delete one or more characters	Position the cursor to the right of the character, and select the Delete soft key.

eSIM activation

Placing a call

1. When the phone is powered on for the first time, it will automatically go through the 4G LTE network activation process.



2. After your eSIM card is activated, the 4G signal will be displayed in the right corner of the phone screen.
3. After the eSIM activation, the phone will trigger the bootup process to download the configuration files when it connects to the LTE network.
4. After the configuration file is deployed, the phone will reboot to trigger E911 and register the LTE account automatically.
5. You can view the phone number by navigating to **Menu > Status > More > LTE**.

LTE or LAN Mode Switching

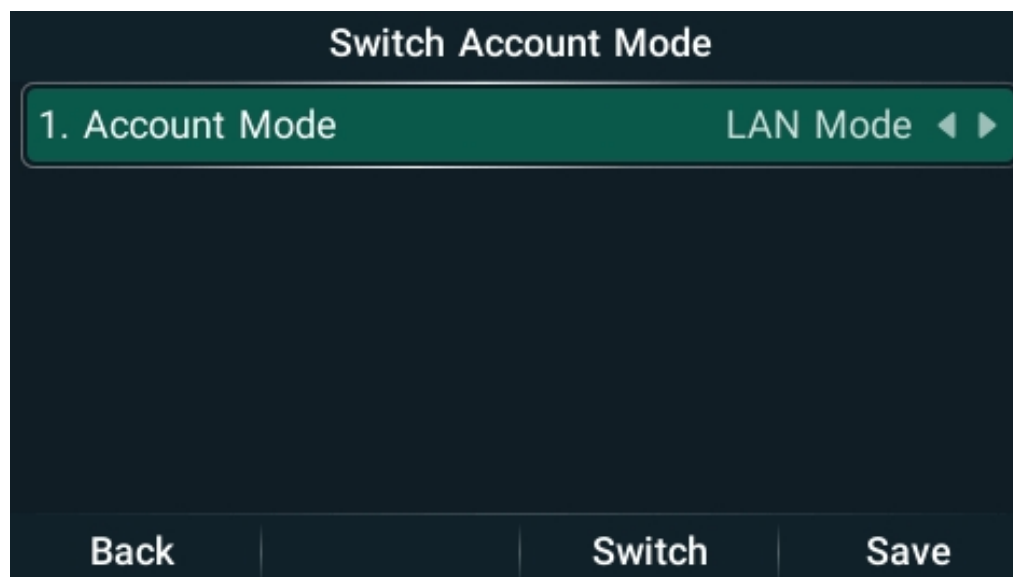
After you activate the eSIM card, you can use the LTE account to enjoy modern wireless communications. We also provide a LAN mode if you want to sign in to the SIP account. Therefore, you can switch between the LAN mode and the LTE mode. Moreover, we provide an auto-detection feature. This feature enables the phone to automatically detect the available mode and prompts whether you want to change to the available mode when the current mode fails.

For example, if the LTE network is unavailable, the LTE account fails to log in, or you want to enable the Airplane mode, the phone will prompt whether you want to switch from the LTE mode to the LAN mode when the LAN mode is available.

Switch between LTE and LAN modes

After switching to LAN mode, you can connect to a LAN or Wi-Fi and sign in to a SIP account (up to 16 accounts).

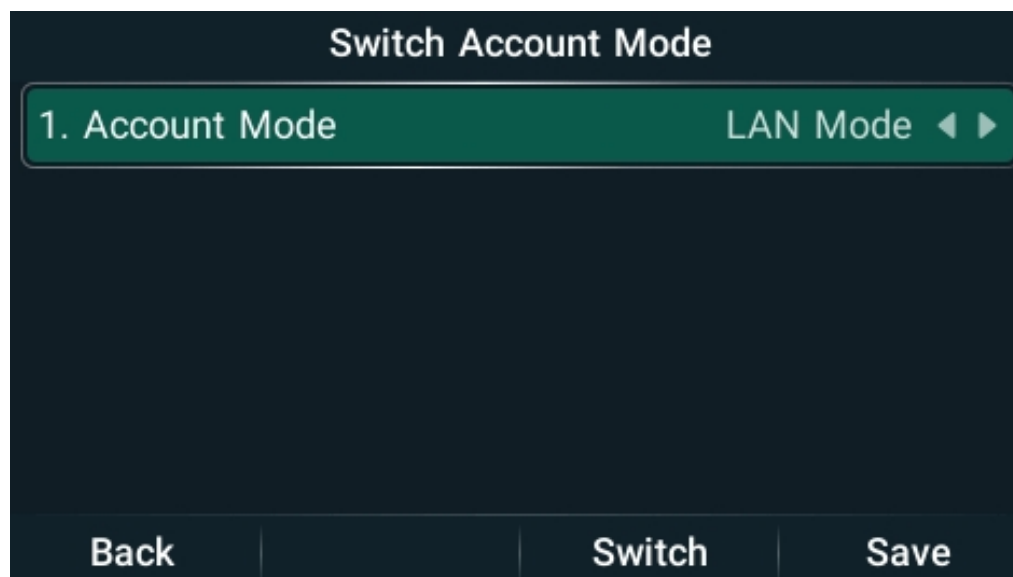
1. Go to **Menu > Basic > Switching Account Mode**, select **LAN Mode**.
2. The phone will reboot to automatically trigger E-911.



Switch from LAN to LTE

After you switch to LTE mode, you can use one LTE account only.

1. Go to **Menu > Basic > Switching Account Mode**, select **LTE Mode**.
2. The phone will reboot to automatically trigger E-911.



Auto-detection

Account mode will be auto-switched in a few minutes once the current mode is not available and another mode is available.

The phone will automatically detect available signals under the following situations:

- Available 4G signal, LTE account login failure
- No 4G signal
- Poor 4G signal
- Airplane mode enabled, unavailable 4G Signal
- Available 4G signal under LAN mode

Available 4G signal, LTE account login failure

Situation	Dialog	Operation
LTE account login failure (caused by a base station fault, no signal in the service area, the IMS PDN connection failure, etc.).	The phone needs to reboot, and press OK to continue.	Press OK and the dialog disappears automatically but the phone will not switch to the LAN mode automatically.

No 4G signal

Under LTE mode, the phone has no 4G signal, and the signal bars are greyed out.

Situation	Dialog	Operation
The phone is disconnected from any wired or wireless network. The phone connects to a wired or wireless network.	The phone needs to reboot, press OK to continue.	Press OK and the dialog disappears automatically but the phone will not switch to the LAN mode automatically.

Poor 4G signal

Situation	Dialog	Operation
The 4G signal is poor and not stable under the LTE mode.	LTE Signal strength is too low for the device to properly operate. Move the phone to a better location or switch to LAN mode in the Basic menu of the phone.	<ul style="list-style-type: none"> • Press OK and the dialog disappears automatically • If you do not press OK, the dialog will not disappear • The dialog will pop up again if the phone detects the signal error after 2 minutes (the default detection interval) • When the 4G signal is available, the dialog will disappear automatically

Note: The criteria for poor signal is RSRP <=-100 dBm&RSRQ <-20 dB&SINR<= 0 dB

Airplane Mode enabled, unavailable 4G signal

When you connect the phone to the LTE network but not the wired network, and you enable the Airplane Mode, the LTE network, the wired network, and connected Wi-Fi are all disabled.

Situation	Dialog	Operation
Airplane mode enabled and no available network	No Ethernet/broadband connection detected. Check the Ethernet connection and the internet connection.	
Connect to a wired network so the phone detects available signal	The phone needs to reboot, press OK to continue	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear
When you unplug then plug the network cable so the device detects the available signal again	The phone needs to reboot, press OK to continue	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.
Connect to Wi-Fi	The phone needs to reboot, press OK to continue	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode. Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.

When you connect the phone to both the LTE network and the wired network, and you enable the Airplane Mode, both the LTE network and the wired network are disabled.

Situation	Dialog	Operation
When the phone detects an available LAN signal	The phone needs to reboot, and press OK to continue.	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode. Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.
When you unplug then plug the network cable so the device detects the available signal again	The phone needs to reboot, press OK to continue	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode. Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.
Connect to Wi-Fi	The phone needs to reboot, press OK to continue	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode. Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.

When you connect the phone to both the LTE network and the wired network, and you enable the Airplane Mode, both the LTE network and the wired network are disabled.

Situation	Dialog	Operation
When the phone detects an available LAN signal	The phone needs to reboot, and press OK to continue.	<ul style="list-style-type: none"> Press OK, then the phone will reboot to switch to the LAN mode. Press Cancel, the dialog disappears and you are still in LTE mode with Airplane mode enabled. If you ignore the dialog, it will not disappear.

Available 4G signal under LAN Mode

Prerequisites

1. Airplane mode is disabled.
2. The phone is under LAN mode.
3. Your administrator has enabled the mode detecting feature, which allows the phone to automatically detect the 4G signal under LAN mode.

Situation	Dialog	Operation
The phone detects that at least 3 bars of 4G signal are available	4G signal detected, do you want to continue using ethernet/Wi-Fi or switch over to LTE?	<ul style="list-style-type: none"> Press Yes, then the phone will reboot to switch to the LTE mode. Press No, the dialog disappears and you are still in LAN mode. If you ignore the dialog, it will not disappear
The phone detects that at least 3 bars of 4G signal are available after rebooting.	4G signal detected, do you want to continue using ethernet/Wi-Fi or switch over to LTE?	<ul style="list-style-type: none"> Press Yes, then the phone will reboot to switch to the LTE mode. Press No, the dialog disappears and you are still in LAN mode. If you ignore the dialog, it will not disappear.

Notes:

1. The dialog will pop up only when the phone is idle. It will not pop up when you are having a call, upgrading the phone, or in other situations.
2. If you ignore the dialog, the dialog will disappear automatically when the phone detects no available 4G signal. Otherwise, it will not disappear.
3. The phone will detect the signal at the interval your administrator sets. If the 4G signal is available again, the dialog will pop up again.

Call features

You can use the phone to place and answer calls, ignore incoming calls, transfer a call to someone else, conduct a conference call and perform other basic call features.

Place calls

You can use your phone like a regular phone to place calls in many ways easily.

Place a call from the Dialer

The Dialer enables you to enter a number to place a call, and it displays a list of previously placed calls or contacts in your directory. You can also select the desired contact from the search list, the placed call list or Directory.

Procedure

1. Do one of the following:
 - Start typing a phone number.
 - Press the desired line key.
 - Pick up the handset, press the **Speakerphone** key or the **Headset** key.
2. Enter a number.
3. Press **Send**.

Place Multiple Calls

When you are in a call, you can hold your current call and place a new call.

Procedure

1. Press **Hold** to place the original call on hold.
2. Press **New Call**.
3. Enter the desired number or select a contact.
4. Press **Send**.

Redial a Number

The phone keeps a record of all the placed calls. You can recall the contact you recently called.

Procedure

1. Press the **Redial** key.
 - The phone screen displays the placed calls list.
2. Select the desired record.

Tip: Press the Redial key twice to recall the contact you called.

Place an International Call

You can place calls to international phone numbers on your phone.

Procedure

1. Long-press digit key 0 on the phone keypad until the plus sign (+) appears.
2. Enter the phone number with the country code.
3. Press **Send**.

Place a call from the Call History

You can place calls to contacts from the History list, which contains the calls that were recently placed, answered, missed, or forwarded.

Procedure

1. Press **History**.
 - The phone screen displays all call records.
2. Select the desired call list.
3. Select the desired entry.

Place a call from the Directory

You can place a call to a contact directly from your directory.

Procedure

1. Press **Contact**.
2. Select the desired directory.
3. If the contact was added to a specified contact group, you can select the desired contact group.
4. Select the desired contact.
 - If the selected contact has multiple numbers, select the desired number to dial out.

Answer calls

When you receive a call, you can choose to answer it manually or automatically.

Answer a call

When you receive an incoming call, the phone rings and the screen displays the information of the incoming call. You can choose to answer the incoming call.

Procedure

1. Do one of the following:
 - Pick up the handset.
 - Press the **Speakerphone** key.
 - Press the **Headset** key.
 - Select **Answer**.

The call is answered in the speakerphone (hands-free) mode by default.

Answer a call when in a call

You can answer a call when there is already an active call on your phone.

When you are in an active call and an incoming call arrives on the phone, a call waiting tone beeps, and the incoming call information is displayed.

Procedure

1. Select **Answer**.
 - The active call is placed on hold, and the incoming call becomes active.

Switch among the Handset, Speakerphone, and Headset modes

You can select the desired mode before placing a call or can alternate among Speakerphone, headset, and handset modes during a call.

When using the speakerphone or the headset, the LED indicator glows green.

Procedure

1. During the call, pick up the handset, press the **Speakerphone** key, or press the **Headset** key.
 - The phone screen displays all call records.

Silence or reject Incoming calls

When you receive an incoming call, you can choose to silence or reject the call instead of answering.

Silence a call

You can silence a call to stop your phone from ringing. Even if you silence the call, the incoming call notification continues to be displayed on your phone.

Procedure

1. Press **Silence**.

Reject a call manually

You can reject a call manually, and the call may be sent to voice mail. The rejected calls are displayed in the Received Calls list in your History list.

Procedure

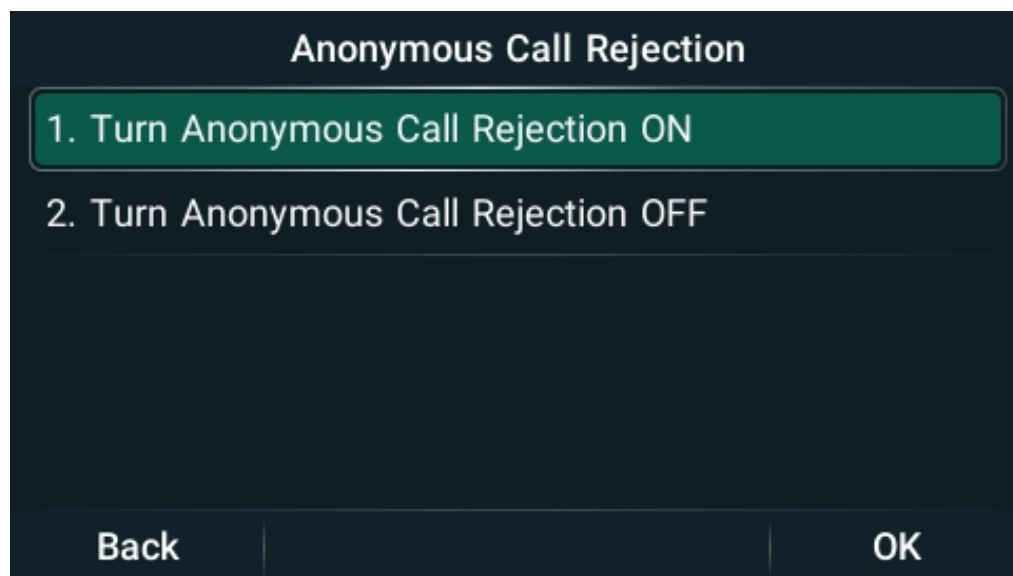
1. Press Reject.

Reject anonymous calls

You can reject incoming calls from callers who have hidden their identities. As a result, your phone will not ring, and you will not be notified of an attempted call.

Procedure

1. Press **Features** line key, and select **Anonymous Call Rejection**.
2. Select **Turn Anonymous Call Rejection ON**.
3. Select **OK**.



Reject calls with Do Not Disturb (DND)

You can enable DND to reject all incoming calls automatically when you do not want to be interrupted.

If you want to receive incoming calls from specific numbers when DND is enabled, you can ask your system administrator to set DND Authorized Numbers.

Reject calls with DND on all lines

If there are multiple lines on the phone, you can enable DND for all lines. After activating it, the phone will reject all incoming calls automatically.

Note: If both DND and busy forward are activated on the phone, calls will be forwarded to the configured destination number.

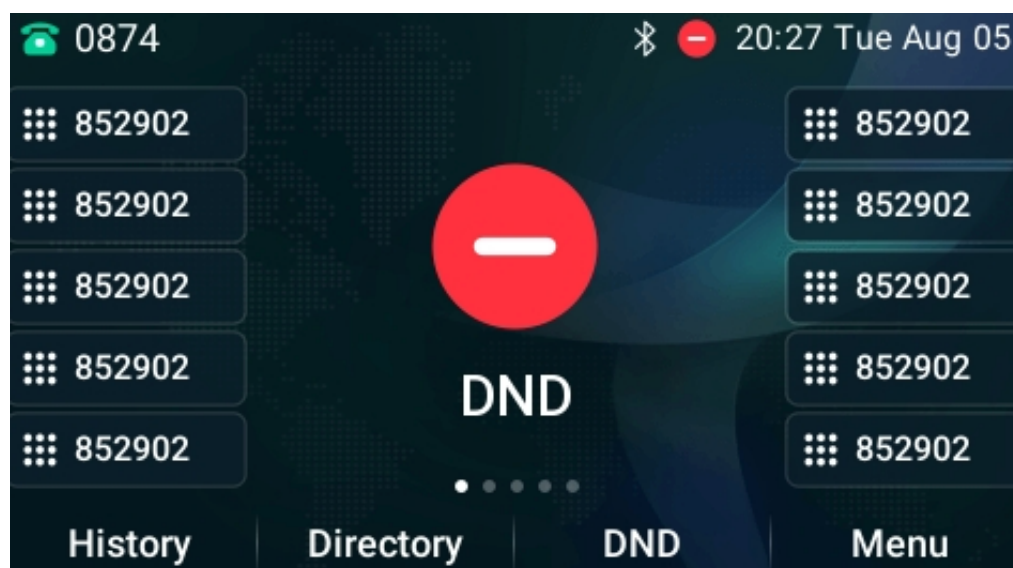
Before you begin

Check with your system administrator if the DND on code or off code is required. If required, get it from your system administrator.

Procedure

1. Press **DND**.

- The DND icon appears in the status bar. And the phone prompts you that DND is enabled.



Deactivate DND

You can deactivate DND when you are ready to resume receiving calls again.

Procedure

1. Press **DND**.

- The DND icon disappears from the status bar.

End calls

You can end the current call at any time.

Procedure

1. Do one of the following:

- If you are using the handset, press **End Call** or hang up the handset.
- If you are using the headset or the speakerphone, press **End Call**.

Mute/Unmute audio

When you are in a call, you can mute the audio so that you can hear the other person, but they cannot hear you.

Procedure

1. Tap the **Mute** key during a call.

- The mute key LED glows red.

2. Tap the **Mute** key again to unmute the call.

- The mute key LED goes out.

Keep Mute

In a meeting room, if incoming calls are answered automatically on your phone, callers may hear your discussion with your colleagues. You can keep the phone on mute to prevent this unintended situation.

The mute state of your phone persists across calls. The phone stays in the mute state until you unmute the microphone manually or until the phone restarts.

Before you begin

Check with your system administrator if keep mute is configured on your phone.

Procedure

1. Tap the Mute key when the phone is idle.

- The mute key LED glows red, and the mute icon appears on the idle screen.

2. Tap the Mute key again to deactivate the mute state.

Hold and Resume calls

You can place an active call on hold and resume the call when you are ready. When you place a call on hold, the held party may hear the music played by its server.

Hold a call

You can place an active call on hold on your phone.

Procedure

1. Press the **Hold** key during a call.

Note: When you have multiple calls on the phone and the current call is held, you can tap the call directly to swap to the active call.

Resume a Held call

You can view and resume a held call on the phone.

Procedure

1. Press the **Hold** key or press **Resume**.
 - If multiple calls are placed on hold, select the desired call first.

Note: When you have multiple calls on the phone and the current call is active, you can tap the call directly to swap to the held call.

Call Transfer

During a call, you can transfer the call to another contact.

You can use one of three ways:

- **Direct Transfer:** Transfer a call directly to the third party without consulting.
- **Consultative Transfer:** Transfer a call with prior consulting.

Perform a Direct Transfer

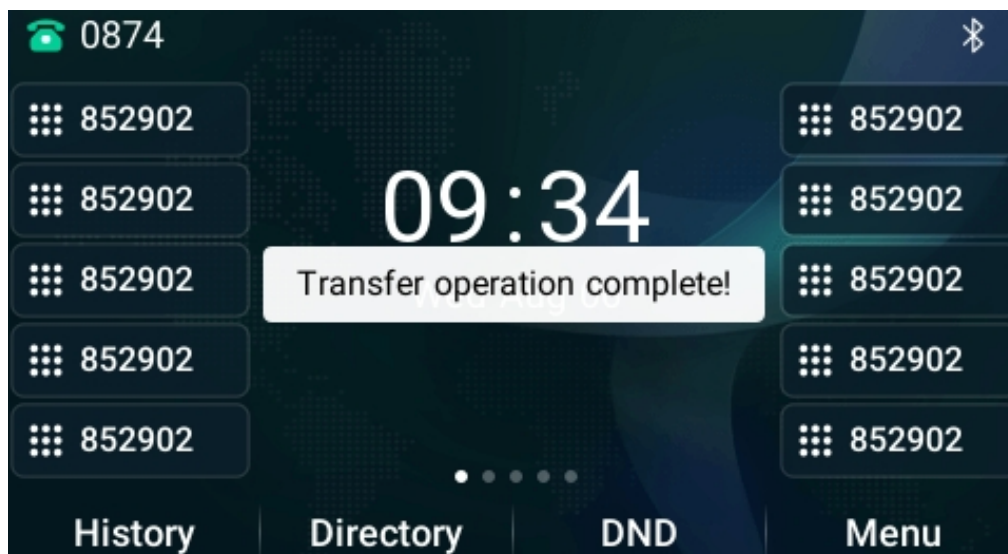
You can transfer a call to another contact immediately without consulting with her/him first.

Perform a Direct Transfer normally

You can enter the number, or select a contact from directory or history to perform a direct transfer.

Procedure

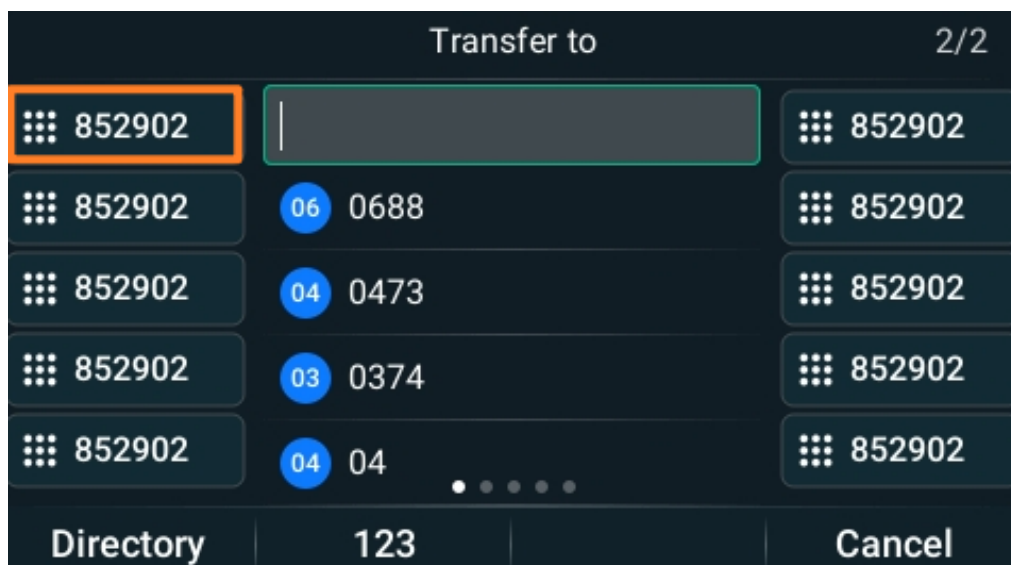
1. Press the **Transfer** during a call.
2. Do one of the following:
 - Enter the number you want to transfer the call to, and press the **Transfer** key or press **Direct** to complete the transfer.
 - Select **Directory**, and select the desired contact, then press the Transfer key or press **Direct** to complete the transfer.



Perform a Direct Transfer conveniently

Procedure

You can perform a blind transfer conveniently by tapping the speed dial key on the line list.



Call Forward

When you are not available to answer calls on your phone, you can forward the calls to another phone.

Forward all incoming calls to a contact

You can transfer a call to another contact immediately without consulting with her/him first.

There are three types of forwarding:

- **Always Forward:** Forwards all incoming calls immediately.
- **Busy Forward:** Forwards incoming calls when you are busy on a call.
- **No Answer Forward:** Forwards incoming calls when no one answers the calls.

Forward all incoming calls

You can forward all incoming calls on the phone.

Procedure

1. Press **Features** line key, and select **Call Forward**.
2. Select the desired forwarding type and switch to **On** from the corresponding field.
3. Enter the contact number you want to forward incoming calls to in the **Forward to** field.
4. If you select the **No Answer Forward** option, select the desired ring numbers to wait before forwarding from the **Number of Rings** field.
5. (Optional) Press **All Lines** to copy the current forwarding settings to all lines on the phone.
6. Select **Save**.

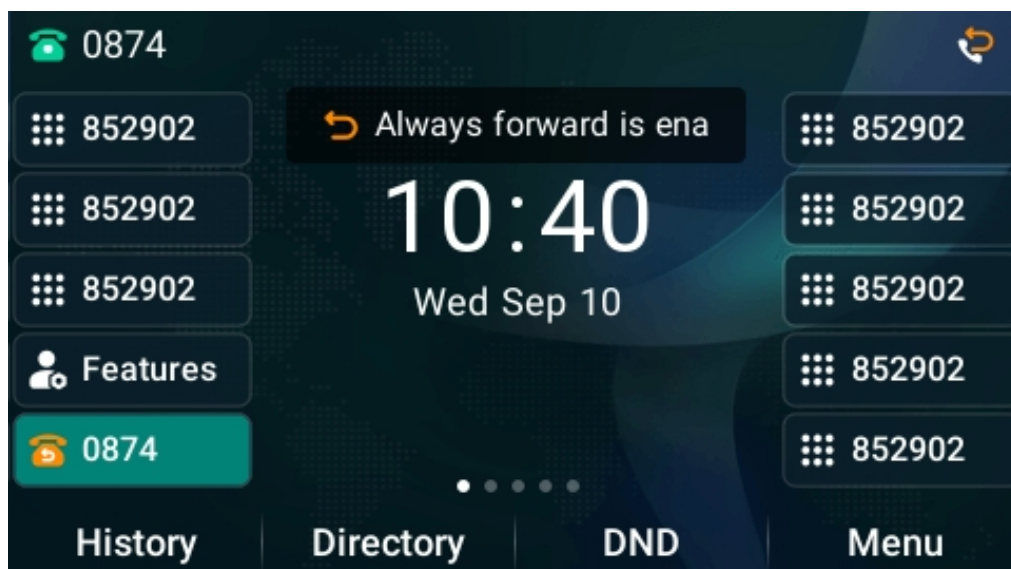
Forward all incoming calls

You can forward all incoming calls on the phone.

Procedure

1. Press **Features** line key, and select **Call Forward**.
2. Select the desired forwarding type and switch to **On** from the corresponding field.
3. Enter the contact number you want to forward incoming calls to in the **Forward to** field.
4. If you select the **No Answer Forward** option, select the desired ring numbers to wait before forwarding from the **Number Of Rings** field.
5. (Optional) Press **All Lines** to copy the current forwarding settings to all lines on the phone.
6. Select **Save**.

The call forward icon appears in the status bar.



Deactivate Call Forward

You can deactivate the call forwarding when you no longer want to forward your calls.

Procedure

1. Press **Features** line key, and select **Call Forward**.
2. Select the desired forwarding type and switch to **Off** from the corresponding field.
3. Select **Save**.

Forward an incoming call manually

You can manually forward the call to another contact while your phone rings.

Procedure

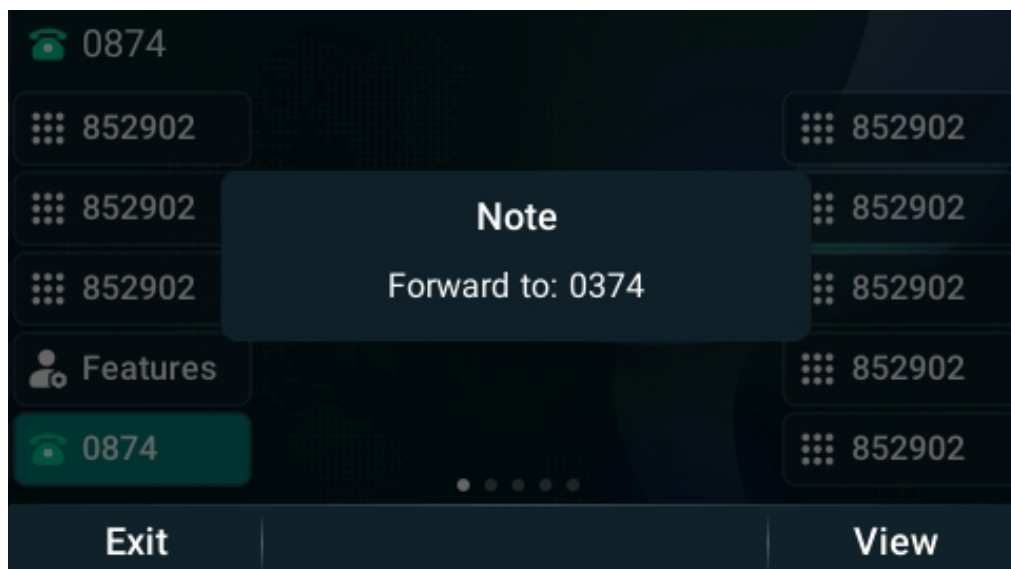
1. When the phone is ringing, select **Forward**.
2. Do one of the following:
 - Enter the number you want to forward the incoming call to.
 - Press **Directory**, and select the desired contact from the Directory list.
3. Press the **Send** key.
 - The phone prompts a call-forward message.

Forward an incoming call manually

You can manually forward the call to another contact while your phone rings.

Procedure

1. When the phone is ringing, select **Forward**.
2. Do one of the following:
 - Enter the number you want to forward the incoming call to.
 - Press **Directory**, and select the desired contact from the Directory list.
3. Press the **Send** key.
 - The phone prompts a call-forward message.



Forward to Voicemail

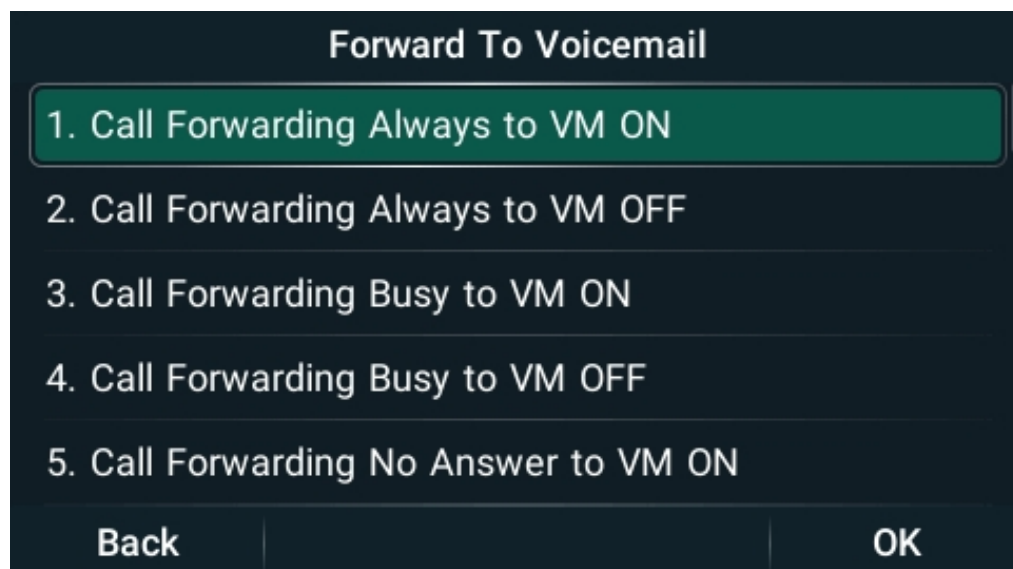
You can set incoming calls to be automatically forwarded to voicemail, allowing callers to leave messages and ensuring that you don't miss important information.

Procedure

1. Press **Features** line key, and select **Forward To Voicemail**.

2. Select the desired type and press **OK**.

- Call Forwarding Always to VM ON
- Call Forwarding Always to VM OFF
- Call Forwarding Busy to VM ON
- Call Forwarding Busy to VM OFF
- Call Forwarding No Answer to VM ON
- Call Forwarding No Answer to VM OFF



Conference calls

The phone supports creating local conferences and network conferences.

During the conference, follow these tips:

- Use the handset or a headset if you're in an open environment.
- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping or rustling papers near the microphone.
- Speak in your normal voice without shouting.

Set up a local Conference Call

Procedure

1. Place a call to the first party.
2. Press **Conference** to place a new call.
 - The active call is placed on hold.
3. Dial the second party's number.
4. When the second party answers the call, press **Conference**; then the first and second party will be added to the conference.
5. Repeat the above steps to add more parties to the conference.

Merge two calls into a conference

Procedure

You can invite a held call into a conference call with the active call.

1. Place two calls on the phone.
2. Select the desired call for a conference and ensure that the call is active.
3. Select **Conference**.
4. Select the desired hold call and select **Send**.
 - The active call and the selected hold call are joined into a conference

Hold or Resume a Conference Call

When you place a conference call on hold, other participants cannot hear each other until you resume the held conference call.

Procedure

1. Press the **Hold** key to place the conference on hold.
2. Press the **Hold** key again or press **Resume** to resume the held conference call.

Mute or Unmute a Conference Call

When you mute the local microphone during a conference call, other participants can hear each other except you.

Procedure

1. Tap **Mute** to mute the conference.
2. Tap **Mute** again to unmute the conference.



End a Conference call

When you end the conference call, the other parties drop the call.

However, the system administrator can set up your phone so that the other two parties remain connected when you end the conference call.

Procedure

1. Press  > **End Call**.

Paging

Paging allows you to broadcast instant audio announcements to users who are listening to a specific multicast group on a specific channel.

The phone supports the following 31 channels:

- **0**: Broadcasts are sent to channel 0.

Send Paging

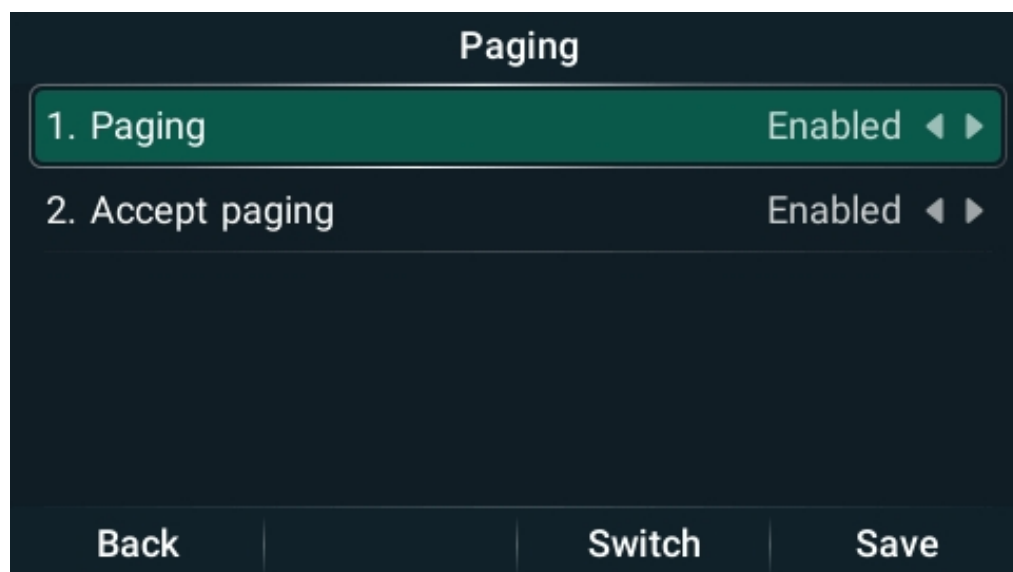
You can set a line key as paging key on the phone, which allows you to send announcements to the phones with pre-configured multicast address(es) on specific channel(s).

Enable Paging

You need to enable paging first, and then you can set a Paging Key.

Procedure

1. Press **Features** line key, and select **Paging**.
2. Enable the **Paging**.
3. Press **Save**.



Set a Paging key

You can set a Paging key for a paging group, which allows you to send announcements quickly on the idle screen.

Before you begin

- Please make sure Paging is enabled.
- Get the multicast IP address and port number from your system administrator.

Procedure

1. Long-press the desired line key.
2. Select **Paging** from the **Type** field.
3. (Optional.) Enter the paging group name in the **Label** field.
4. Enter the multicast IP address and port number (for example, 224.5.6.20:10008) in the **Value** field.
5. Enter the desired channel between 0 and 30 in the **Channel** field.
6. Select **Save**.

Send a Paging by a Paging Key

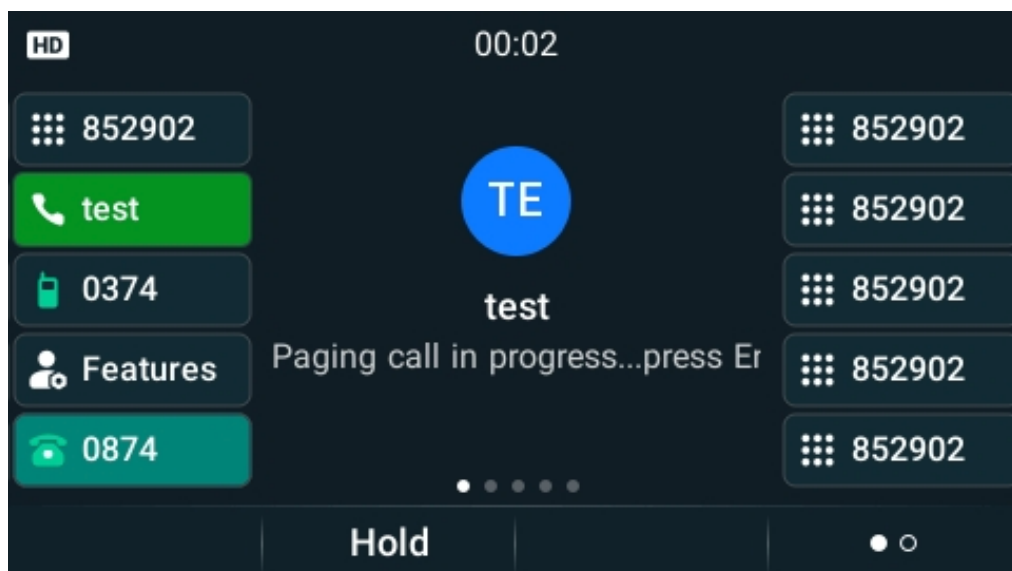
You can send a paging by using the Paging key when the phone is idle.

Before you begin

- You need to set a Paging key in advance.

Procedure

1. Press the **Paging** key when the phone is idle.
 - Both your phone and receiver's phone play a warning tone and the multicast RTP session will be automatically answered on the receiver's phone in the speakerphone (hands-free) mode.
 - On the phone, the paging key LED glows green.
 - The following figure shows a multicast RTP session on the phone:

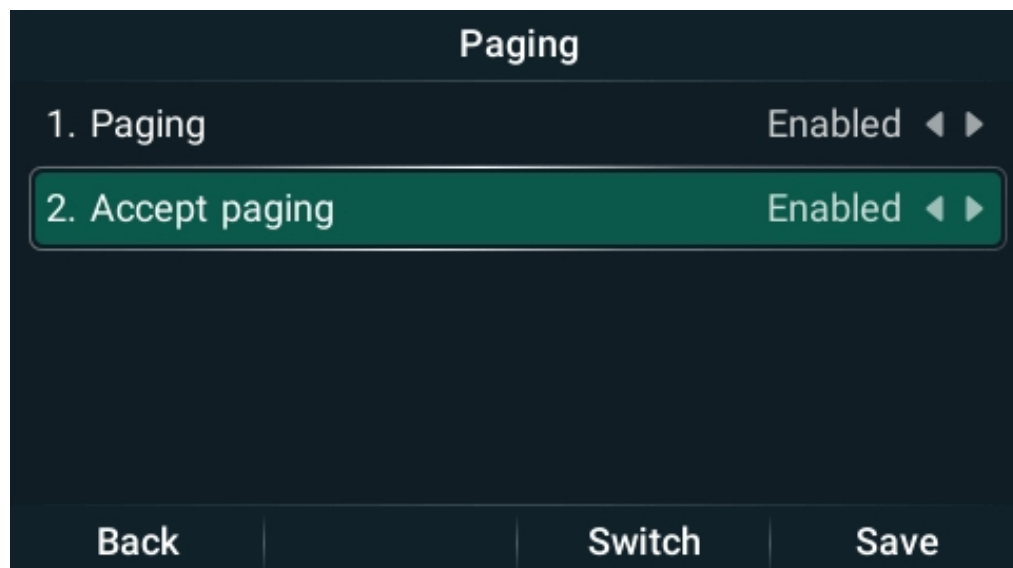


Receive Paging

Enable Accept paging

Procedure

1. Press **Features** line key, and select Paging.
2. Enable the **Accept paging**.
3. Press **Save**.



Receive Paging

Your system administrator has set a listening paging group for you, you can automatically receive a paging call when the phone is idle.

When there is a voice call or a paging call in progress, or when DND is activated on your phone, the phone handles the new paging call differently according to the multicast listening settings configured by your system administrator.

Before you begin

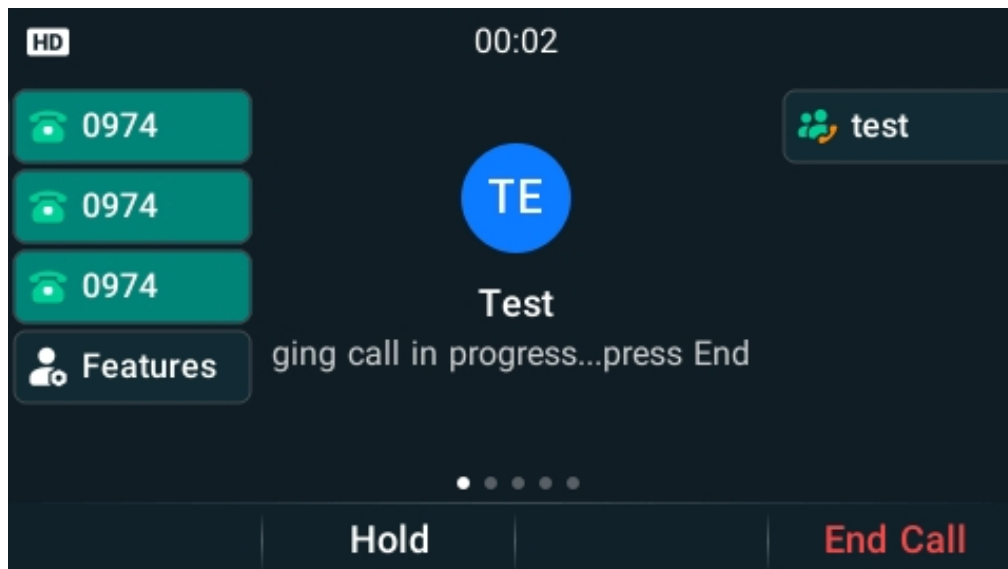
You need to enable Accept paging first.

Manage a paging call

During a paging call, you can manage it manually at any time.

Procedure

- Select **Hold** to place the current paging call on hold.
 - The paging call is placed on hold and the receiver releases the session.
- Select **Resume** to resume the held paging call.
 - The multicast RTP session is re-established.
- Select **End Call** to end the paging call.



Advanced call Features

You can perform some server-dependent tasks on the phone. Contact your system administrator to find out if your phone supports these advanced call features.

Call pickup

You can use call pickup to answer someone else's incoming call on your phone.

The phone supports the following two call pickup features:

- **Directed Call Pickup:** allows you to pick up incoming calls to another phone.
- **Group Call Pickup:** allows you to pick up incoming calls to any phone within a predefined group. Check with your system administrator to find out if this feature is available on your phone.

Pick up a call directly

You can answer a call that rings on another phone.

Before you begin

The target phone receives an incoming call. Your system administrator has enabled the directed call pickup and set the directed call pickup code.

Procedure

1. Dial a FAC followed by an extension (for example, *974605) to pick up a call directed to another user.

Pick up a call directly

When any phone within a predefined group receives an incoming call, you can pick up that call on your phone.

If there are multiple incoming calls on the group at the same time, you can only pick up the first incoming call.

Before you begin

Your system administrator has enabled the group call pickup and set the group call pickup code.

Procedure

1. Dial a FAC followed by an extension (for example, *984605) to pick up a call when any phone in the group receives an incoming call.

Call Park and call Retrieve

You can park a call, and then retrieve the call either from your phone or another phone. After parked, the call is placed on hold, you can continue the conversation after retrieving it.


Park or Retrieve a call

You can park the call to the local extension or the desired extension through this feature.

Park a call

When you park a call to the local extension or the desired extension, the call is held in the same network your phone is a part of.

Procedure

1. During a call, select  > **Park**.
 - The phone will dial the call park code, which is pre-configured.
2. Do one of the following:
 - If you want to park the call against the local extension, press the # key.
 - If you want to park the call against the desired extension, enter the extension (for example, 4606) where you want to park the call and press the # key.
 - If the call is parked successfully, you will hear a voice prompt that the call is parked.

Retrieve a Parked call

You can retrieve a parked call from any phone within your network.

Procedure

1. Pick up the handset, press the **Speakerphone** key or tap the line key.
2. Select **Retrieve Park** on the dialing screen.
 - The phone will dial the park retrieve code, which is configured in advance.
3. Follow the voice prompt to retrieve:
 - Press the # key on the phone where the call is parked.
 - Enter the desired extension followed by # (for example, 4606#) on any phone.

Intercom

Intercom is a useful feature in an office environment to quickly connect with the operator or the secretary. Intercom enables you to place an intercom call that is answered automatically on the contact's phone as long as the contact is not in an active call.

Place an Intercom call

You can place an intercom call to quickly relay a message to a contact. The target phone plays a warning tone and automatically answers the call in speakerphone (hands-free) mode by default. When the target phone has an active call, the intercom call is answered automatically after the active call ends.

Procedure

1. Long-press the desired line key.
2. Select **Intercom** from the **Type** field.
3. Select the desired line from the **Account ID** field.
4. Enter the string that will appear on the phone screen in the **Label** field.
5. Enter the target extension number in the **Value** field.
6. Select **Save**.
7. Press the **Intercom** key to place an intercom call.

Answer an Intercom call

By default, when there is an incoming intercom call, the phone plays a warning tone and automatically answer the incoming call.

During the intercom call, you can switch among the Speakerphone (hands-free), Handset and headset modes. If your phone is set to answer intercom calls with your microphone muted, you need to tap the Mute key to unmute your microphone before responding to the call.

You can configure the following behaviors when receiving an intercom call.

Procedure

1. Press **Features** line key, and select **Intercom**.
2. Configure the following behaviors according to your needs and press **Save**.
 - **Intercom Allow:** Intercom Allow feature allows the phone to automatically answer an incoming intercom call. If you disable this feature, the phone will handle an incoming intercom call like a normal incoming call.
 - **Intercom Mute:** Intercom Mute feature allows the phone to mute the microphone when incoming intercom calls are answered automatically.

Intercom

1. Intercom Allow Enabled ◀ ▶

2. Intercom Mute Enabled ◀ ▶

Back Switch Save

Voice Mail

Voice mail feature allows you to leave voice mails for someone or listen to your voice mail messages on your phone.

Procedure

1. Go to **Menu > Message > Voice Mail > Set Voice Mail**.
2. Enter the voice mail code (for example, *4) in the desired account field.
3. Save the change.

Voice Mail

1. View Voice Mail

2. Set Voice Mail Code

Back Enter

Leave voice mails

You can leave a voice mail to someone who is busy or inconvenient to answer the call.

Procedure

1. Follow the voice prompts to leave a voice mail.
2. Hang up to complete the voice mail.

Listen to voice mails

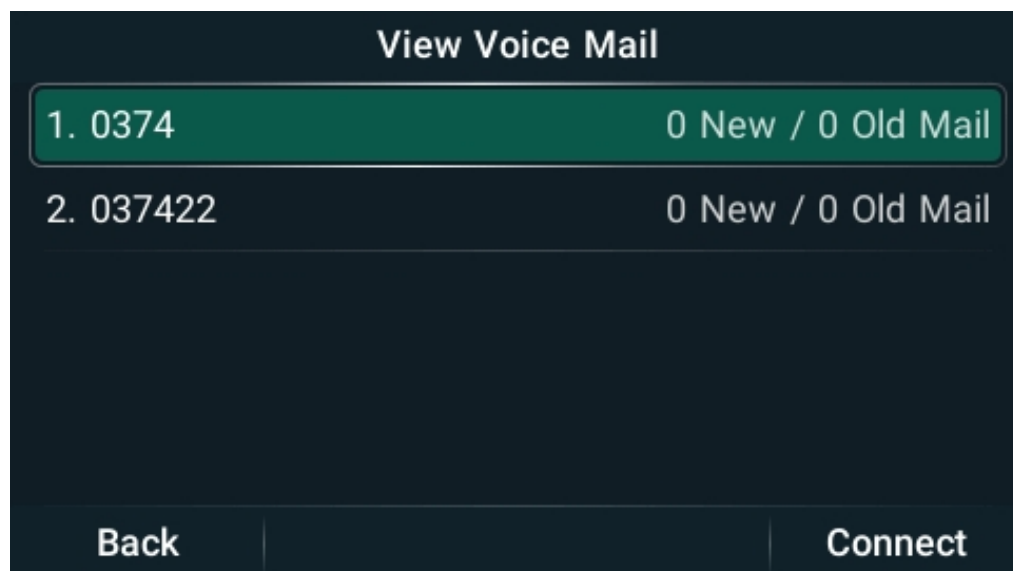
You can leave a voice mail to someone who is busy or inconvenient to answer the call.

Before you begin

You need to set the voice mail code in advance.

Procedure

1. Go to **Menu > Message > Voice Mail > Set Voice Mail > View Voice Mail**.
 - The phone screen displays the number of new voice mails. You can tap the account to listen to voice mails.

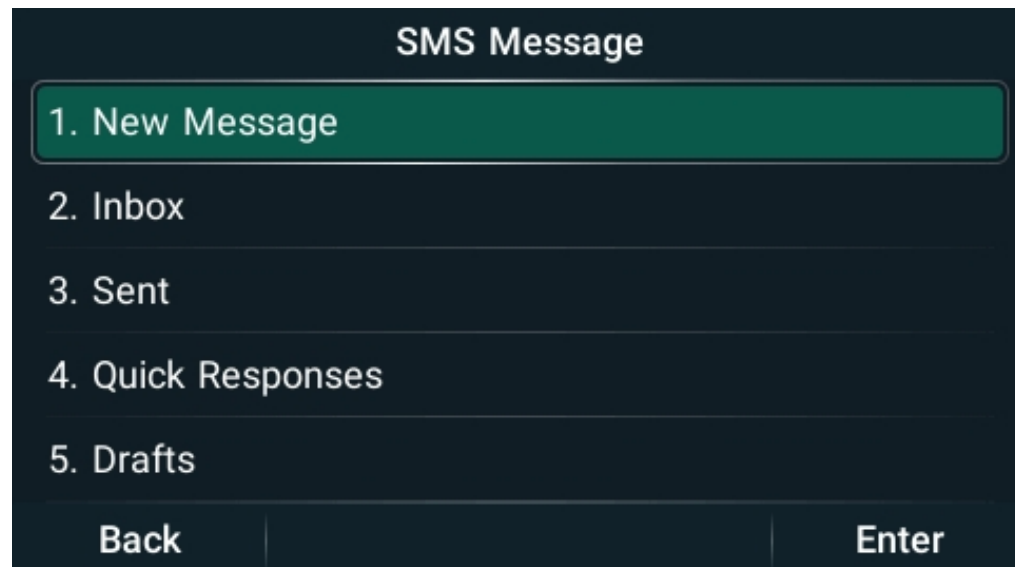


Short Message Service (SMS)

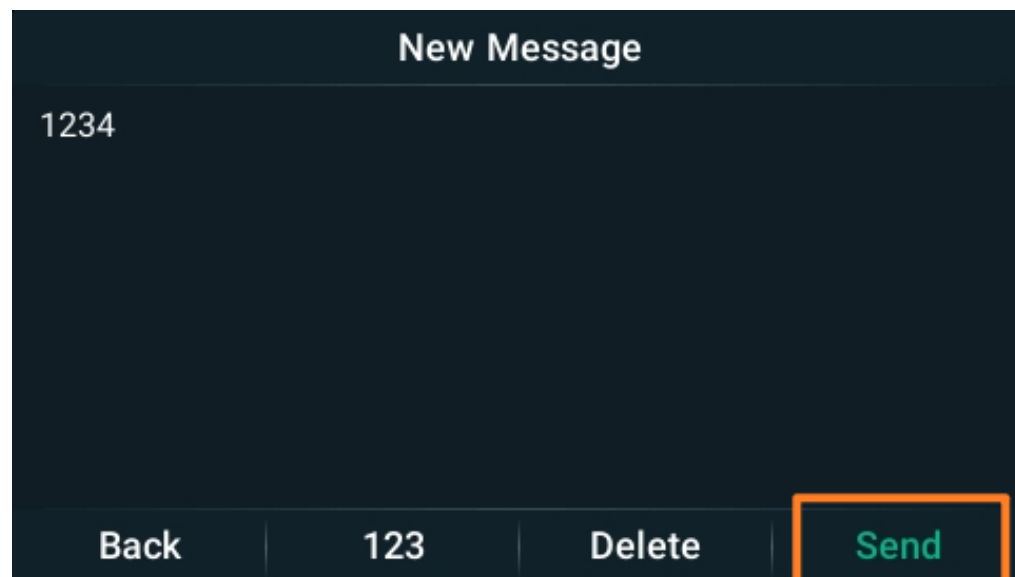
You can use this feature to send or receive messages.

Send messages

1. Go to **Message** > **SMS Message** > **New Message**.



2. Enter the desired text, and press **Send**.



3. Enter the target number in the **To** field.

4. Tap **Send** to send a message.

- If the message is successfully sent, the page prompts success and the target person will receive a message.

Receive messages

- Do one of the following:
 - Tap **View** to view the message details.
 - Tap **Exit** to return to the idle page if you are busy at that time. You can go to **Message > SMS Message > Inbox** to view the message when you are available.
 - The green message icon means you have a new, unread message. This will turn grey after you read the message.

View the Sent box

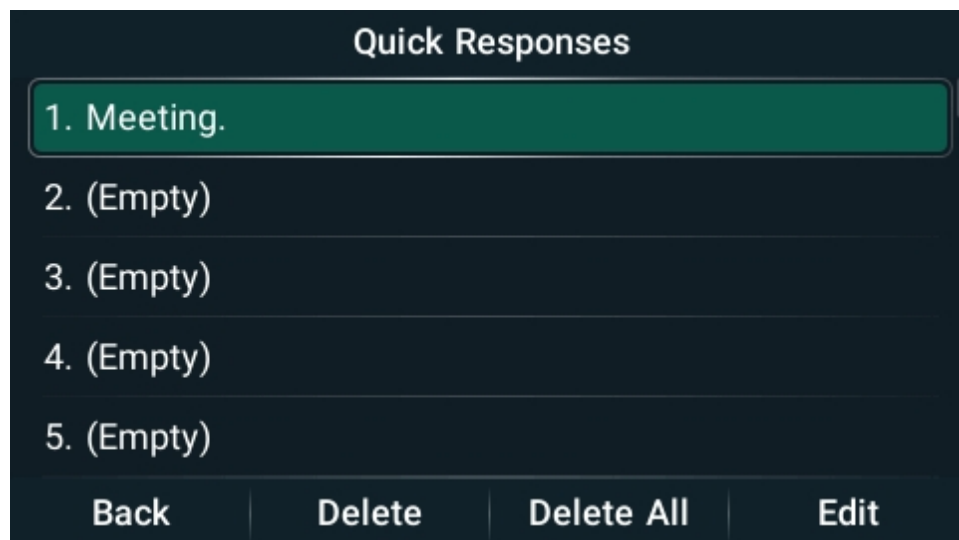
- Go to **Message > SMS Message > Inbox** , and you can view the messages sent from this phone.

View the Draft box

- Go to **Message > SMS Message > Drafts** , and you can view the unsent but saved messages.

Quick responses

When reading the received message, you can tap **Quick replies** to go to the **Quick responses** page and select the desired text to reply.



Directory

The phone provides several types of phone directories, which can be customized by your system administrator.

Local Directory

You can store up to 1000 contacts and 48 groups in your local directory, you can search, add, edit, and delete a contact.

Manage the Local Directory groups

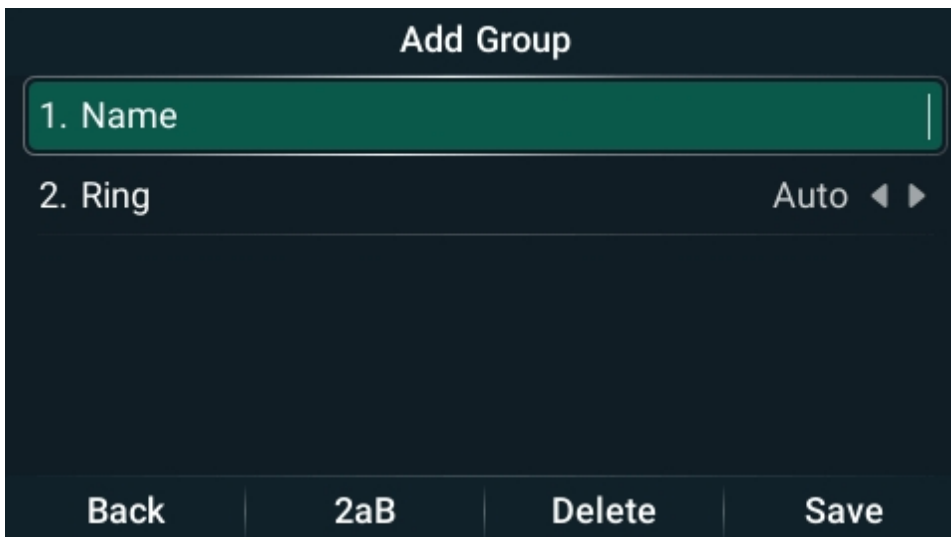
You can manage the Local Directory groups when the phone is idle.

Add Contact groups

To organize your contacts and make them easier to find, you can add additional groups in the Local Directory.

Procedure

1. Go to **Directory > Local Directory > Add Group**.
2. Enter the desired group name.
3. Save the change.



Add Group

1. Name

2. Ring Auto ◀ ▶

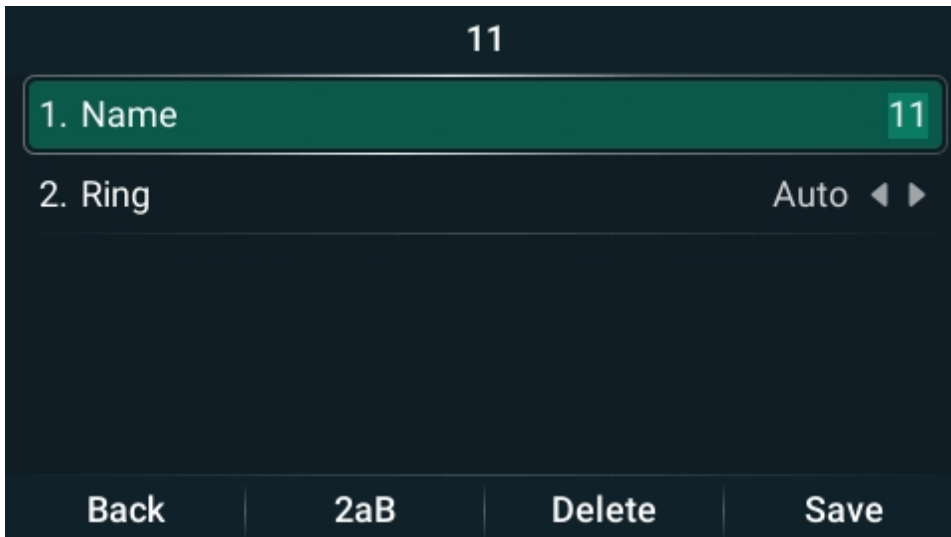
Back 2aB Delete Save

Edit Contact groups

You can change or add the group's information.

Procedure

1. Go to **Directory > Local Directory**.
2. Select the desired group and select **Option > Detail**.
3. Edit the group name.
4. Save the change.



11

1. Name 11

2. Ring Auto ◀ ▶

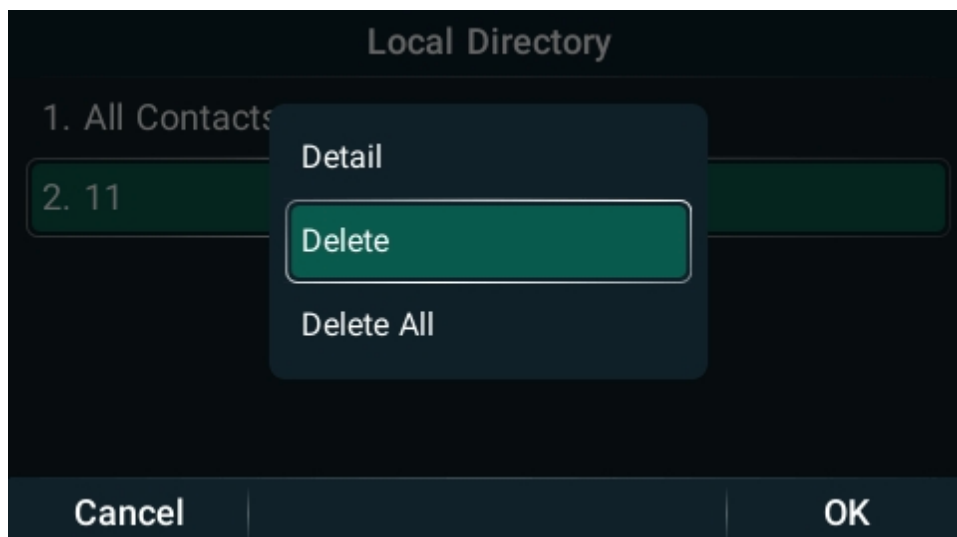
Back 2aB Delete Save

Delete Contact groups

When you delete a contact group, the contacts in the group will not be deleted. You can view the contacts in All Contacts list.

Procedure

1. Go to **Directory > Local Directory**.
2. Select the desired group and select **Option > Delete**.
 - The phone prompts you to delete the group or not.
3. Select **OK**.



Manage the Local Directory contacts

You can manage the **Local Directory** contacts when the phone is idle.

Add contacts

When you add a contact to your local directory, you can choose how much information you want to enter for your contact. You are required to enter a contact name at least for each new contact.

Procedure

1. Press **Directory**.
2. If you want to add a contact to the specified contact group, select the contact group first.
3. Select **Add**.
4. Enter your contact's information.
5. Select the desired account from the **Account** field.
6. Save the change.

View contacts

You can view the local contacts from the **Local Directory** on your phone.

Procedure

1. Press **Directory**.
2. If you want to view a contact to the specified contact group, select the contact group first.
 - The contact names are displayed in alphabetical order.

Edit contacts

You can update your contacts' information.

Procedure

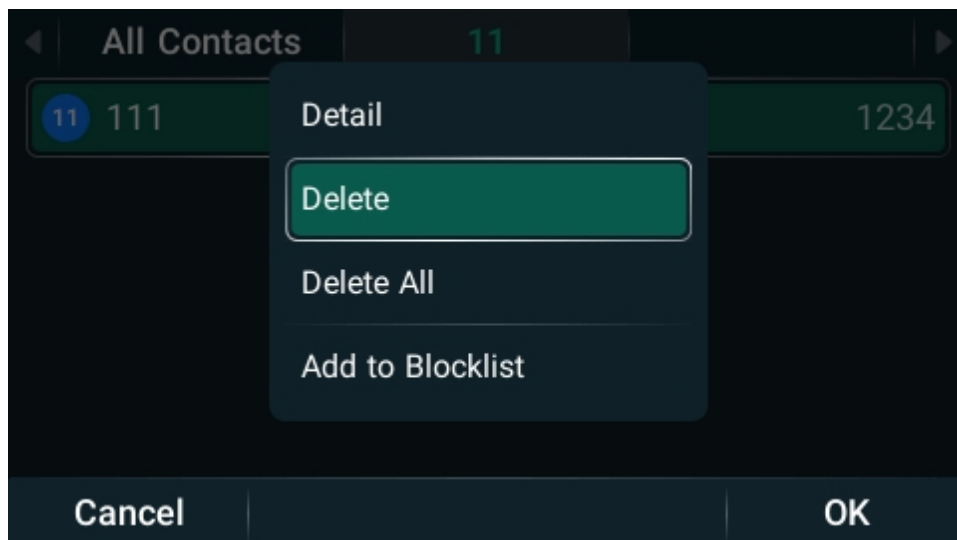
1. Press **Directory**.
2. If you want to edit a contact from the specified contact group, select the contact group first.
3. Select the desired contact and then press **Option > Detail**.
4. Edit the contact information.
5. Save the change.

Delete a Contact

You can delete any contact from the **Local Directory**.

Procedure

1. Press **Directory**.
2. If you want to delete a contact from the specified contact group, select the contact group first.
3. Select the desired contact.
4. Select **Option > Delete**.
 - The phone prompts you to delete the contact or not.
5. Select **OK**.

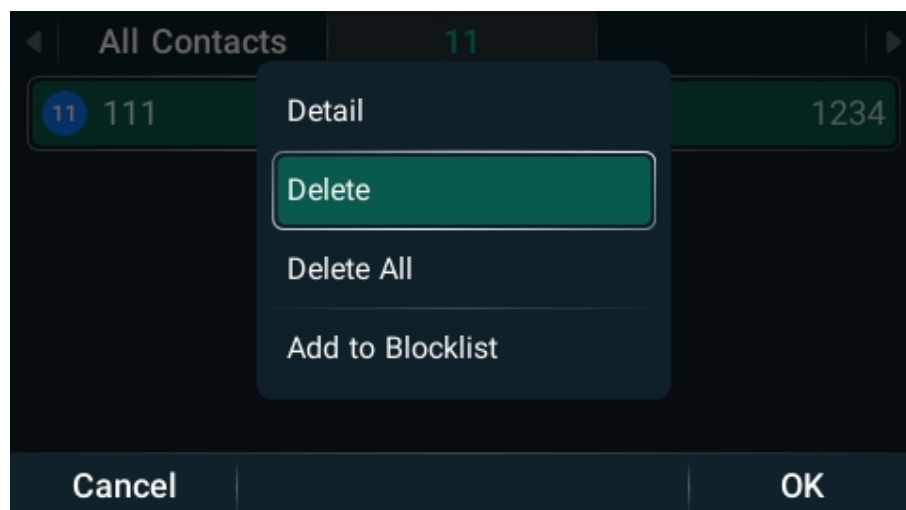


Delete all contacts

You can delete all contacts from the **Local Directory**.

Procedure

1. Press **Directory**.
2. If you want to delete a contact from the specified contact group, select the contact group first.
3. Select **Option > Delete All**.
 - The phone prompts you to delete all contacts or not.
4. Select **OK**.

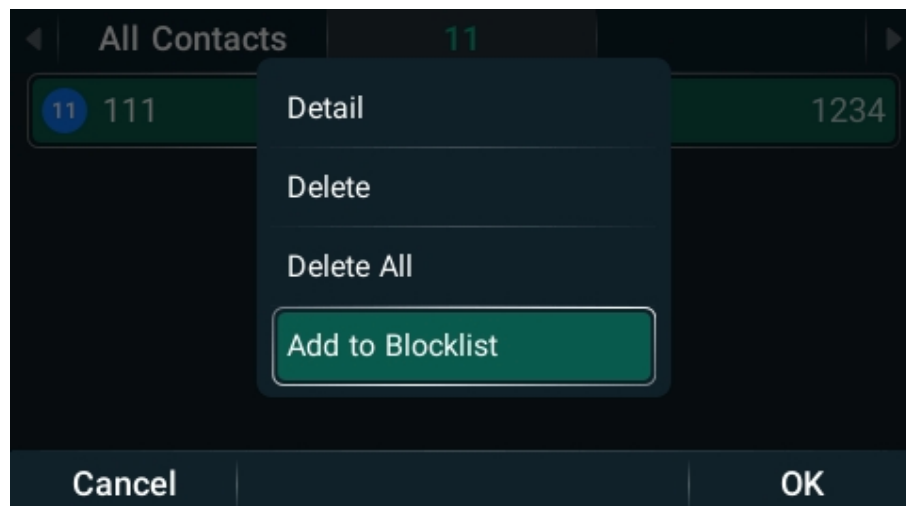


Move a Local Directory Contact to Blocklist

You can delete all contacts from the **Local Directory**.

Procedure

1. Press **Directory**.
2. Tap the desired contact.
3. Select **Add to Blocklist**.
 - The phone prompts you to move this contact to the blocklist or not.
4. Select **OK**.



Search for contacts

In the **Local Directory**, you can enter search criteria to find your desired contact quickly.

Procedure

1. Go to **Directory**.
2. Press **Search** and enter your search criteria in the search field.

Blocklist

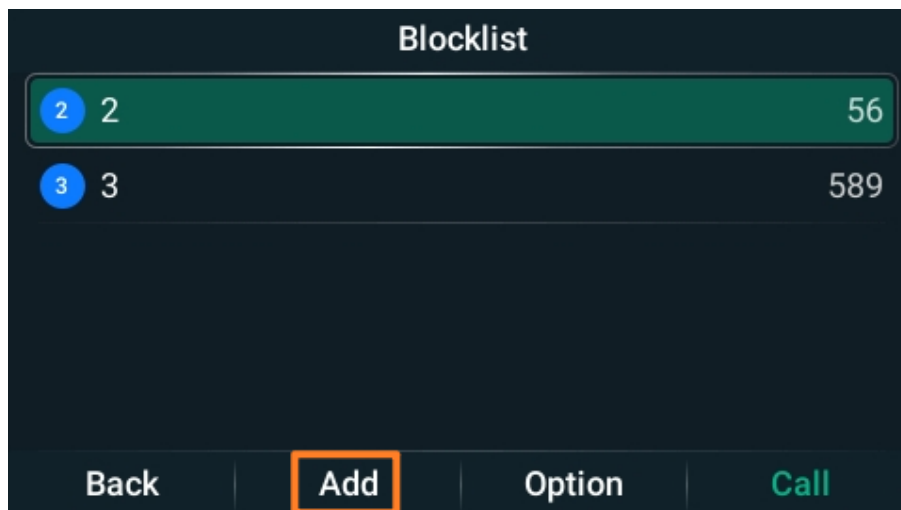
Incoming calls from the blocklist are rejected automatically. You can store up to 30 contacts in the **Blocklist** to block unwanted callers.

Add a Blocklist contact

You can add a blocklist contact on the phone to prevent someone from calling you.

Procedure

3. Go to **Directory > Blocklist**.
4. Select **Add**.
5. Enter the blocklist contact's information.
6. Save the change.



View Blocklist contacts

You can view the blocklist contacts from the **Blocklist** on your phone.

Procedure

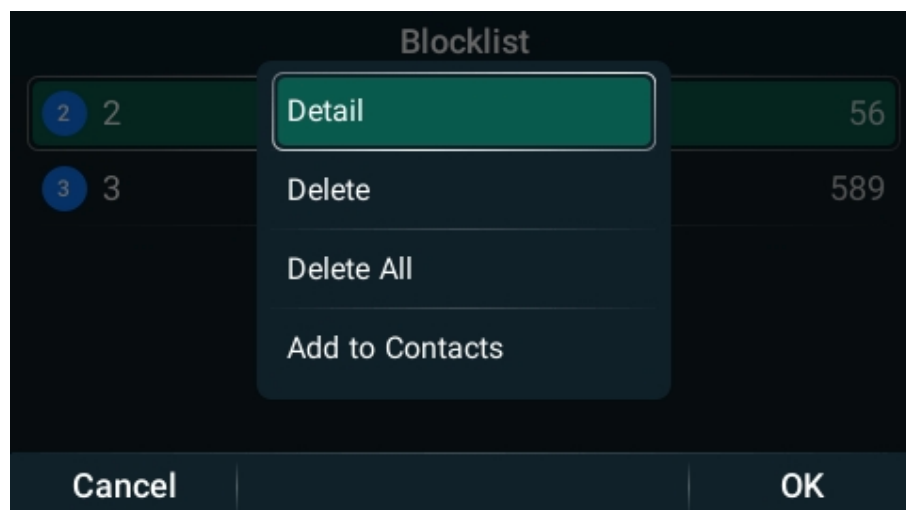
1. Go to **Contact > Blocklist**.

Edit a Blocklist contact

You can update your blocklist contacts' information.

Procedure

1. Go to **Directory > Blocklist**.
2. Select the desired contact and then press **Option > Detail**.
3. Edit the blocklist contact information.
4. Save the change.



Delete Blocklist contacts

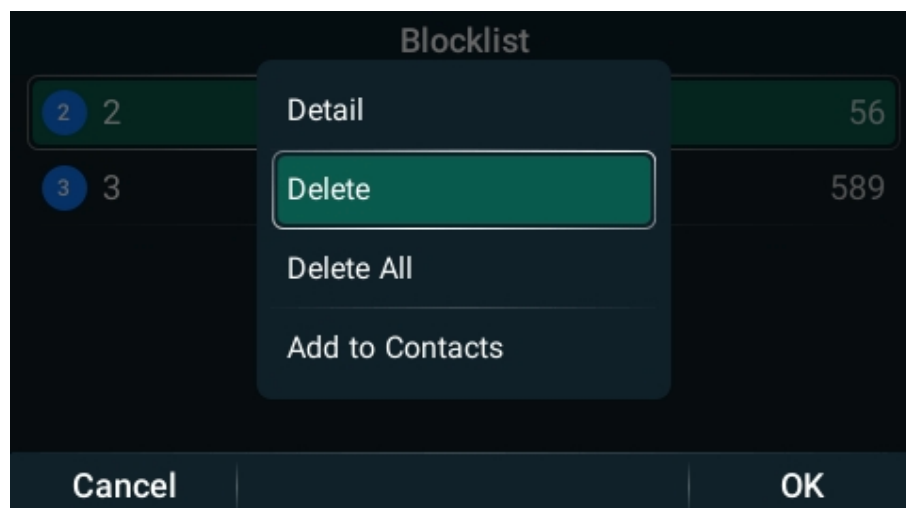
You can delete one or all blocklist contacts. If a contact is removed from the **Blocklist**, you can answer the call from the contact normally.

Delete a Blocklist contact

If you want to answer a call from a specific contact, you need to remove it from the **Blocklist**.

Procedure

1. Go to **Directory > Blocklist**.
2. Select the desired contact and then press **Option > Delete**.
 - The phone prompts you to delete the contact or not.
3. Select **OK**.

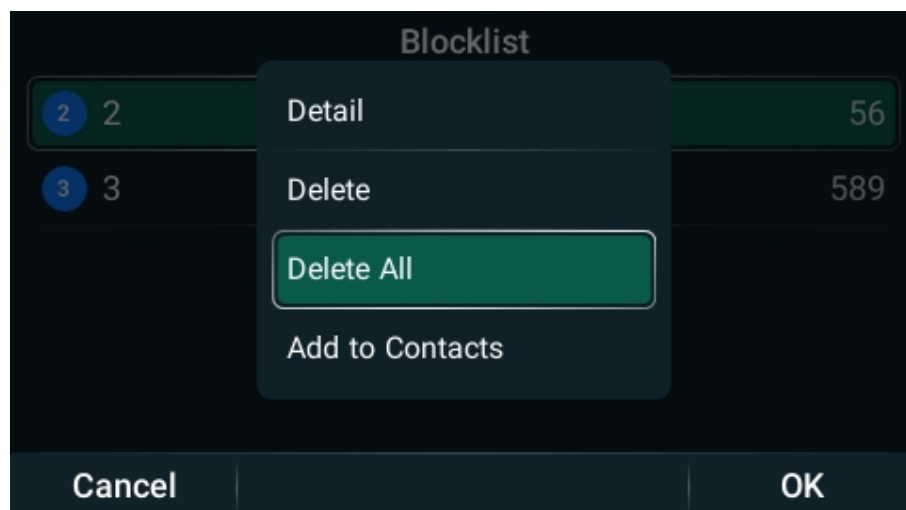


Delete all Blocklist contacts

You can delete all contacts from the **Blocklist** when you are ready to answer calls from them again.

Procedure

1. Go to **Directory > Blocklist**.
2. Select **Option > Delete All**.
 - The phone prompts you to delete all contacts or not.
3. Select **OK**.

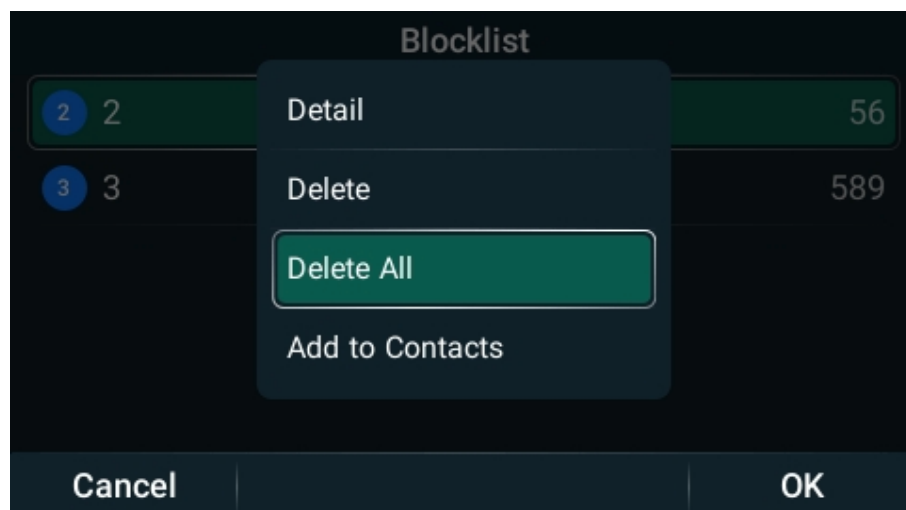


Move a Blocklist contact to the local directory

You can move a blocklist contact to the local directory. Incoming calls from this contact will not be rejected automatically.

Procedure

1. Go to **Directory > Blocklist**.
2. Select the desired contact and then press **Option > Add to Contacts**.
 - The phone prompts you to move or not.
3. Select **OK**.



Mobile Contacts

You can synchronize the contacts on your mobile phone to your IP phone. The mobile phone contacts will be imported to your phones and stored under the Mobile Contacts directory.

You can save mobile contacts to the local directory, but you cannot save a local contact to the Mobile Contacts directory.

Note: If you disconnect the Bluetooth-enabled mobile phone from phone or disable the phone to synchronize phone contacts, the mobile contacts will not be displayed.

Save a Mobile Contact to the Local Directory

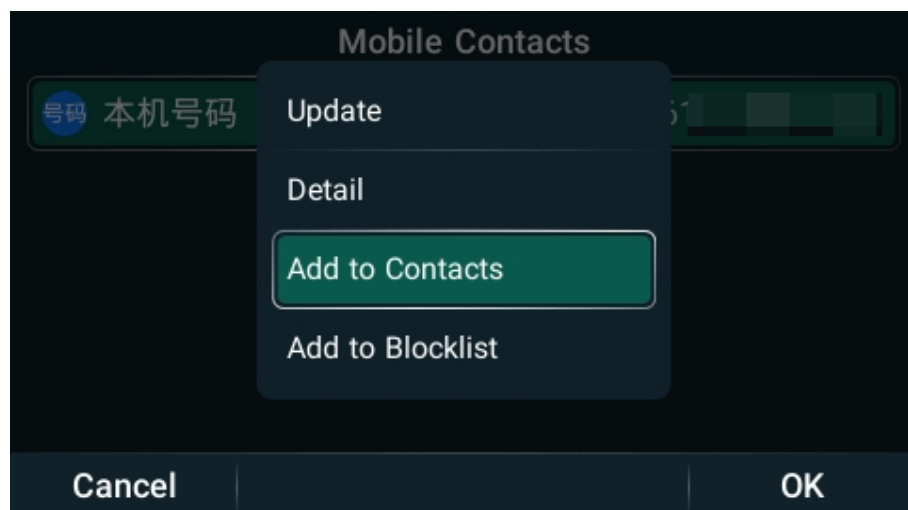
You can save any mobile contact to the Local Directory, to conveniently call this contact after disconnecting the mobile phone from the phone.

Before you begin

You can save any mobile contact to the Local Directory, to conveniently call this contact after disconnecting the mobile phone from the phone.

Procedure

1. Select **Directory > Mobile Contacts**.
2. Select the desired contact, and then press **Option > Add to Contacts**.
3. Edit the contact information.
4. Save the change.



Search for Mobile Contacts

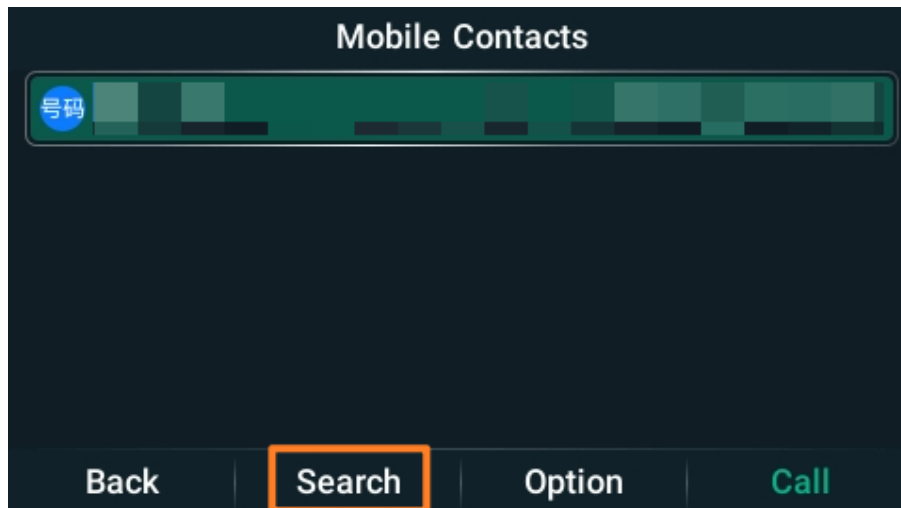
In Mobile Contacts, you can enter search criteria to find your desired mobile contact quickly.

Before you begin

Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your IP phones, and the mobile contact sync feature is enabled.

Procedure

1. Select **Directory** > **Mobile Contacts**.
2. Select **Search**.
 - Enter your search criteria.
 - The contacts whose name or phone number matches the search string will be displayed in the result list.



Update the Mobile Contacts

You can update the Mobile Contact to synchronize the contacts you add, edit, and delete on the mobile phone to your phone.

Before you begin

Make sure your Bluetooth-enabled mobile phone has been paired with and connected to your phones, and mobile contact sync feature is enabled.

Procedure

1. Select **Directory** > **Mobile Contacts**.
2. Select **Update**.
 - The phone prompts "Updating, please wait..."

Remote Phone Book

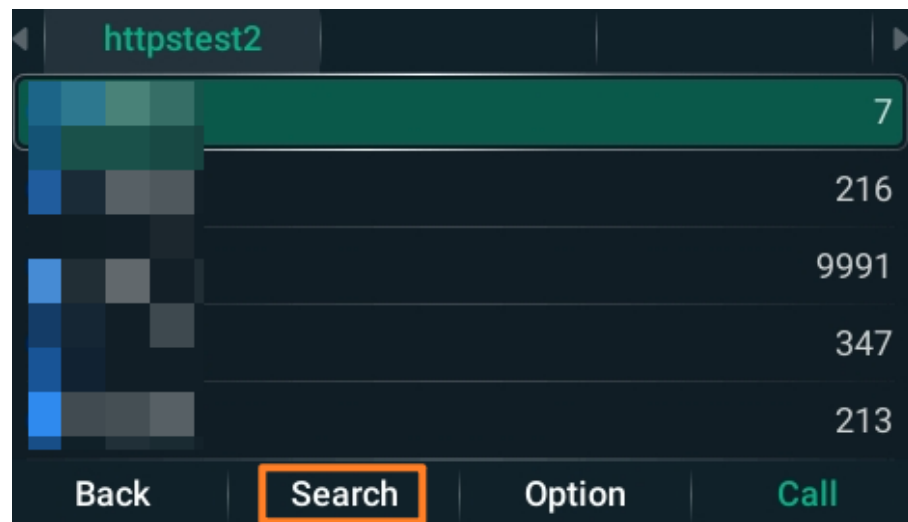
If the **Remote Phone Book** feature has been enabled by your system administrator, you can access your corporate directory directly from your phone.

Search for Remote Phone Book Contacts

In the **Remote Phone Book**, you can enter search criteria to find your desired contact quickly.

Procedure

1. Go to **Contact > Remote Phone Book**.
2. Select **Search** and then enter your search criteria in the search field.



View Remote Phone Book Contacts

You can view the contact list of the **Remote Phone Book** on your phone.

Procedure

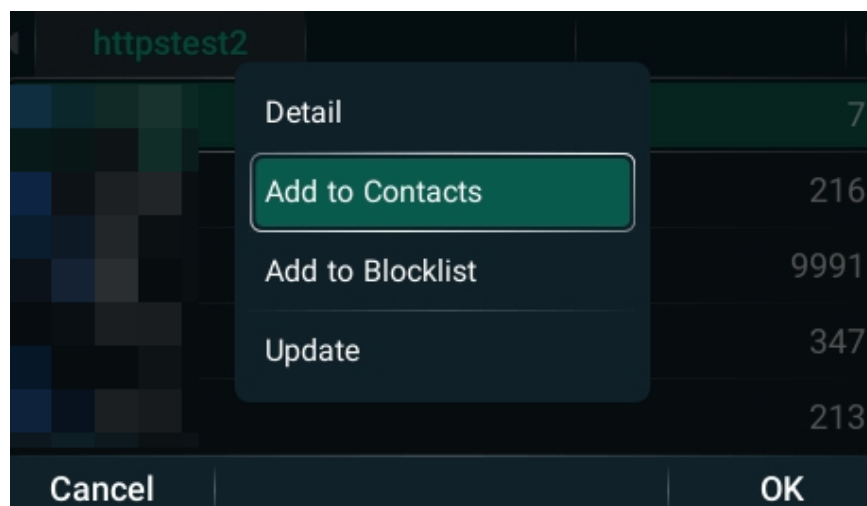
1. Go to **Contact > Remote Phone Book**.

Save a Remote Phone Book Contact to the Local Directory

You can save any remote phone book contact to the **Local Directory**, to conveniently call this contact when you cannot access the remote phone book.

Procedure

1. Go to **Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Select the desired contact and select **Option > Add to Contacts**.
4. Save the change.

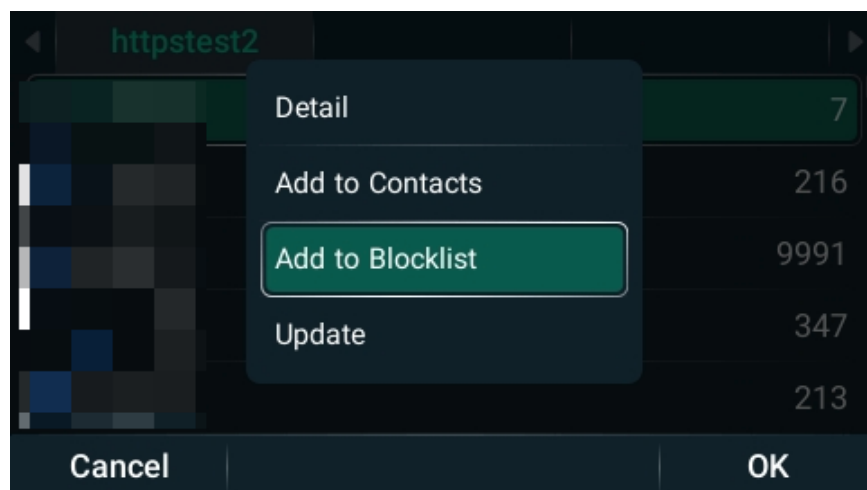


Save a Remote Phone Book Contact to the Blocklist

You can save any remote phone book contact to the **Blocklist** on the phone, to prevent this contact from calling you.

Procedure





1. Go to **Directory > Remote Phone Book**.
2. Select the desired remote phone book.
3. Select the desired contact and select **Option > Add to Blocklist**.
4. Save the change.



Call History

The call history list includes **Missed Calls**, **Placed Calls**, **Received Calls**, and **Forwarded Calls**, and each list holds 100 entries.

Call History icons

Icons	Description	Icons	Description
	Received Call		Missed Call
	Placed Call		Forwarded Call

View History records

The history record saves the call information such as the caller's name and number, local line, and call duration.

Procedure

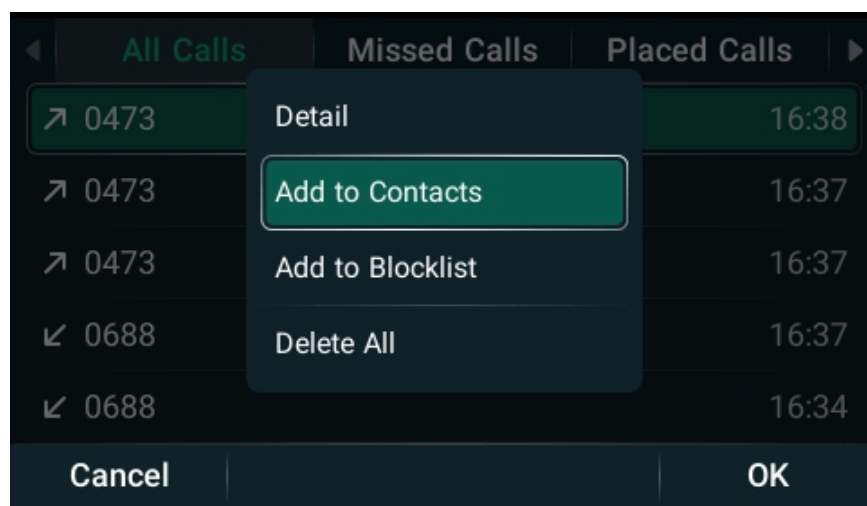
1. Press **History**.
2. Select the desired list, then select the desired contact.
3. Press **Option** > **Detail**.

Save a History Record to Local Directory

To identify someone's call the next time, you can save a history record to the **Local Directory**.

Procedure

1. Press **History**.
2. Select the desired list, then select the desired contact.
3. Press **Option** > **Add to Contacts**.
4. Edit the contact information.
5. Save the change.

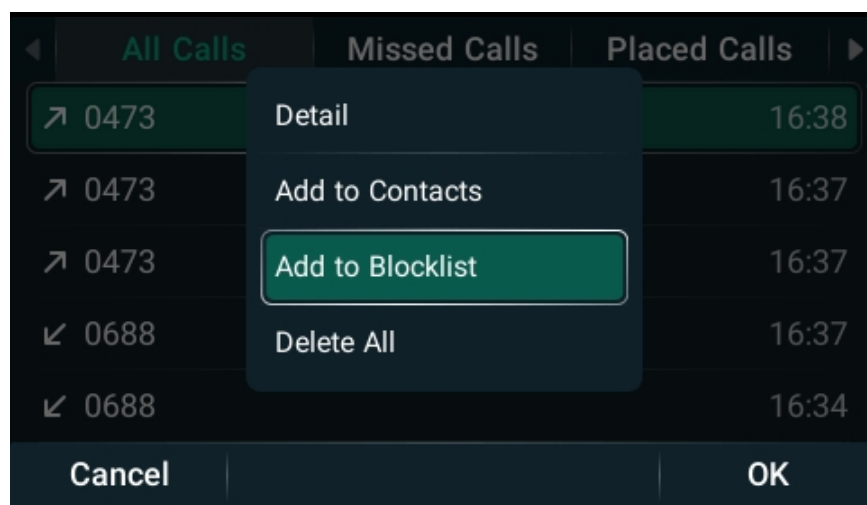


Save a History Record to Blocklist

You can prevent someone from calling you again by saving a history record to the **Blocklist**.

Procedure

1. Press **History**.
2. Select the desired list, then select the desired contact.
3. Press **Option** > **Add to Blocklist**.
4. Edit the contact information.
5. Save the change.

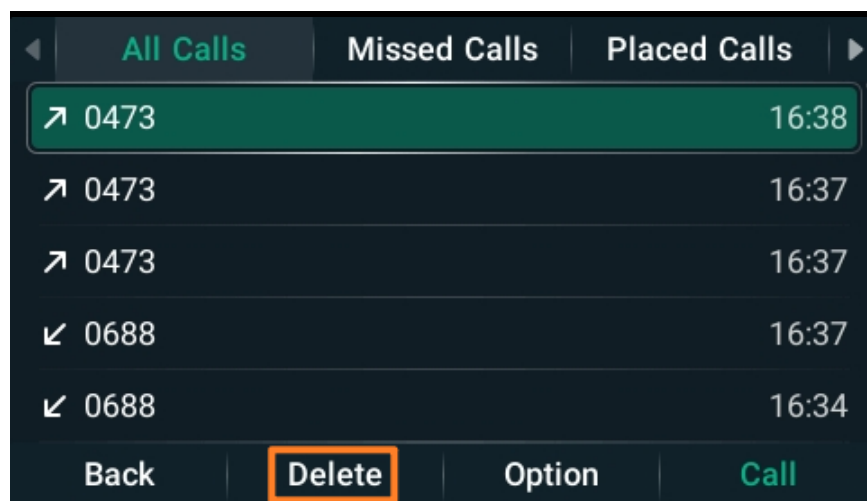


Delete History records

You can delete one or all call records from the call history list..

Procedure

1. Press **History**.
2. Select the desired list, then select the desired contact.
3. Press **Delete**.
 - The phone prompts you to delete the record or not.
4. Select **OK**.

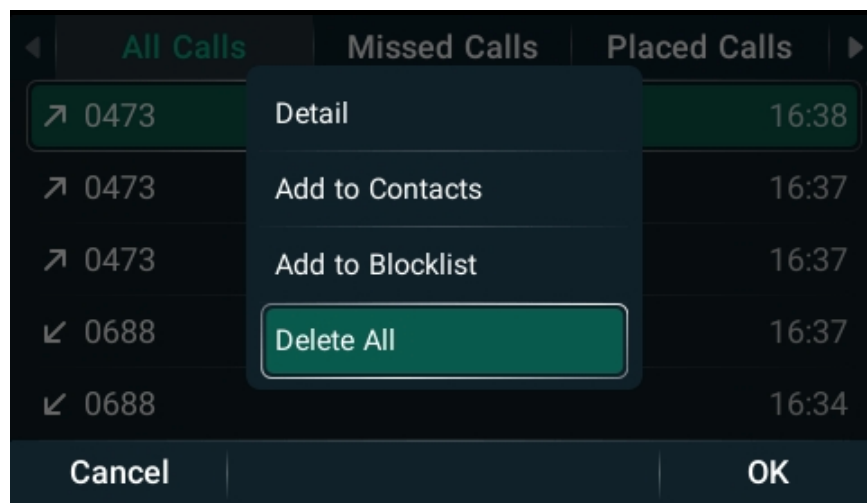


Delete all call records

You can delete all call records from the call history list.

Procedure

1. Press **History**.
2. Select the desired list, then select the desired contact.
3. Press **Option** > **Delete All**.
 - The phone prompts you to delete all contacts or not.
4. Select **OK**.



Customize your phone

You can make your phone more personalized by customizing various settings.

Wallpaper

You can change the background picture that is displayed on your phone.

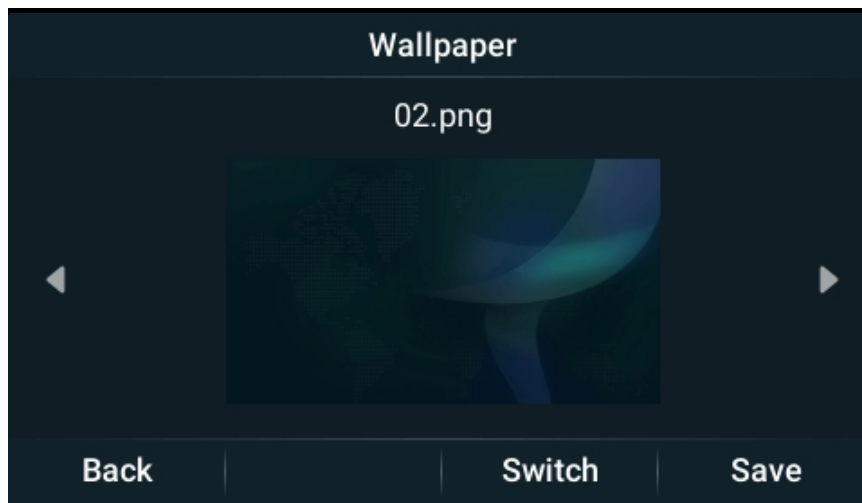
The phone comes with a default background picture, you can change it to another built-in picture. You can also use a custom picture uploaded by your system administrator as the wallpaper.

Change Wallpaper on idle screen

You can set one of your pictures as the background image on your phone's idle screen.

Procedure

1. Go to **Menu > Basic > Display > Wallpaper**.
2. Select the desired image.
3. Save the change.



Screensaver

The screen saver starts automatically when your phone has been idle for the preset waiting time. You can stop the screen saver by pressing any key.

Change the Wait Time for Screensaver

You can set the waiting time after no activity before displaying the screen saver.

Procedure

1. Go to **Menu > Basic > Display > Screensaver**.
2. Select the desired waiting time from the **Wait Time** field.
3. Save the change.

Screensaver

1. Wait Time	6h ◀ ▶
2. Display Clock	Enabled ◀ ▶
3. Screensaver Type	System ◀ ▶

Back | Switch | Save

Set the Screensaver Type

The screen saver can start with different types, and you can set it manually.

Your phone supports three screen saver types: System, Custom, and Server XML.

Procedure

1. Go to **Menu > Basic > Display > Screensaver**.
2. Select the desired **Screensaver Type**.
3. Save the change.

Screensaver

1. Wait Time	6h ◀ ▶
2. Display Clock	Enabled ◀ ▶
3. Screensaver Type	System ◀ ▶

Back | Switch | Save

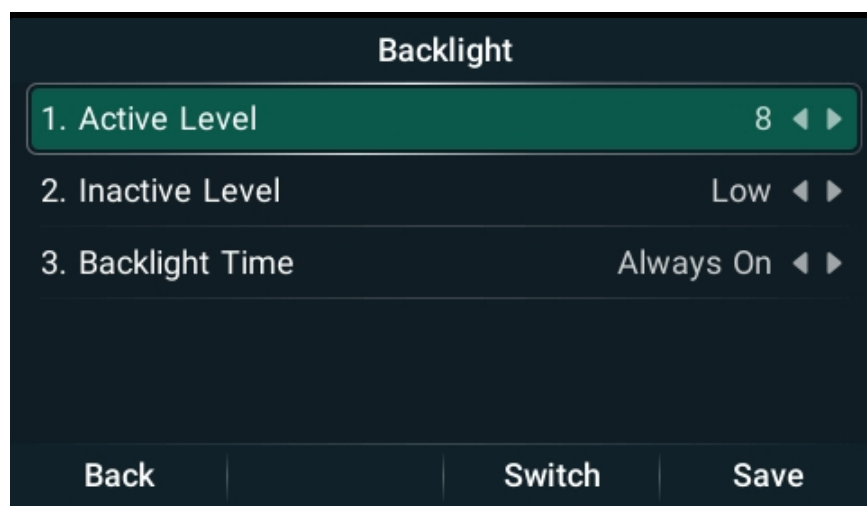
Change the screen Backlight and Time

You can change the brightness of the phone screen during phone activity and inactivity.

- **Active Level:** The intensity of the phone screen when the phone is active.
- **Backlight Time:** The delay time to change the brightness of the phone screen when the phone is inactive. Backlight time includes the following settings:
 - **Always On:** Backlight is on permanently.
 - **15s, 30s, 1min, 2min, 5min, 10min, or 30min:** Backlight is changed when the phone is inactive after the designated time.

Procedure

1. Go to **Menu > Basic > Display > Backligh**.
2. Select the desired level from the **Active Level** field.
3. Select the desired level from the **Inactive Level** field.
4. Select the desired time from the **Backlight Time** field.
5. Save the change.



The screenshot shows a settings menu titled "Backlight" with a dark blue background. It contains three numbered settings, each with a value and left/right arrow icons for adjustment:

- 1. Active Level: 8
- 2. Inactive Level: Low
- 3. Backlight Time: Always On

At the bottom of the screen are three buttons: "Back", "Switch", and "Save".

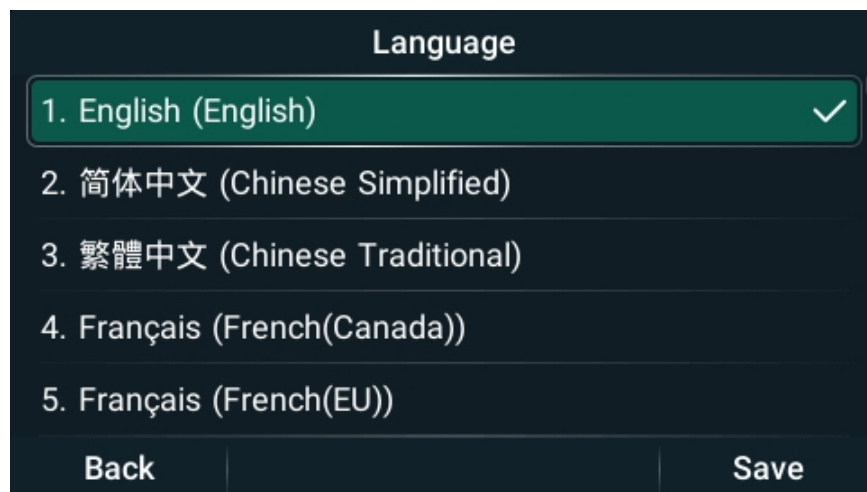
Change the Language

Your phone supports several languages that you can choose to use on the phone.

Contact your system administrator to find out exactly which languages are supported on your phone.

Procedure

1. Go to **Menu > Basic > Language**.
2. Select the desired language.
3. Save the change.
 - The phone language is changed to the selected one.



Time & Date

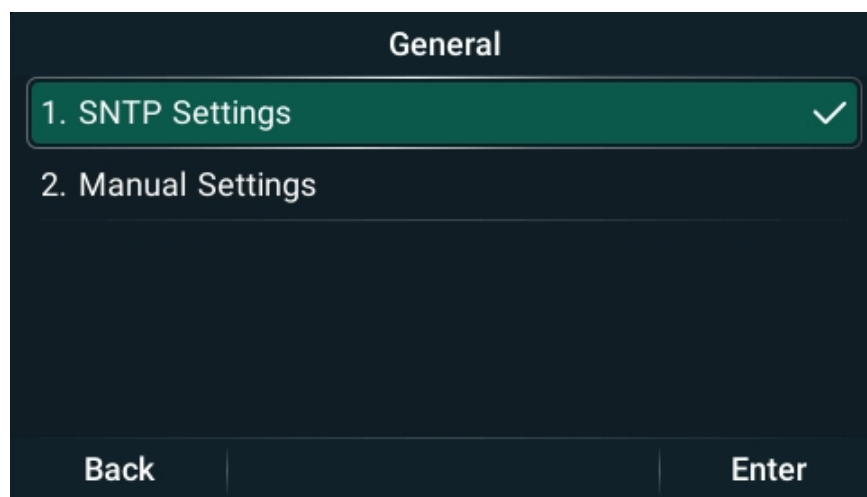
You can set the time and date manually. The time and date formats are also variable.

Set the Time & Date manually

If your phone cannot obtain the time and date automatically, you can set it manually.

Procedure

1. Go to **Menu > Basic > Time & Date > General**.
2. Edit the date and time.
3. Save the change.
4. The time and date set on the phone will be changed accordingly.



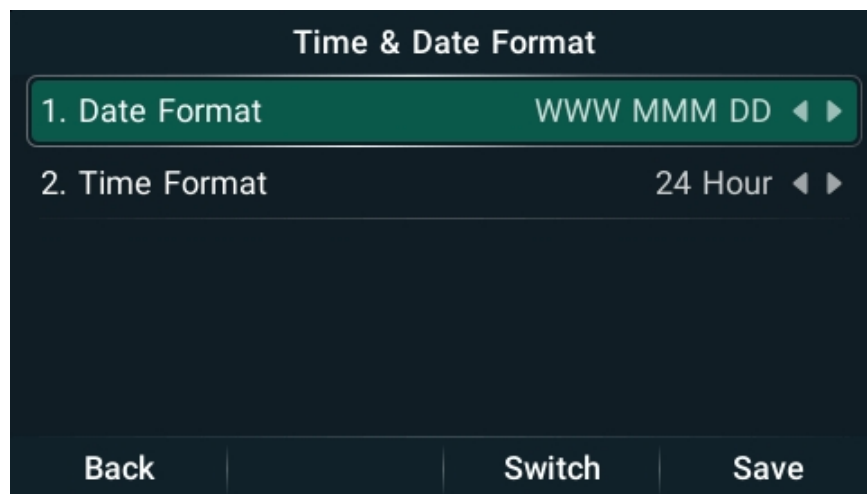
Note: After the phone reboots, it will be forcibly switched to obtain the time and date from the NTP server.

Change the Time & Date Format

If your phone cannot obtain the time and date automatically, you can set it manually.

Procedure

1. Go to **Menu > Basic > Time & Date > Time & Date Format**.
2. Select the desired time format or date format.
3. Save the change.



Phone Lock

Phone lock helps you protect your phone from unauthorized use.

Set the Phone Lock

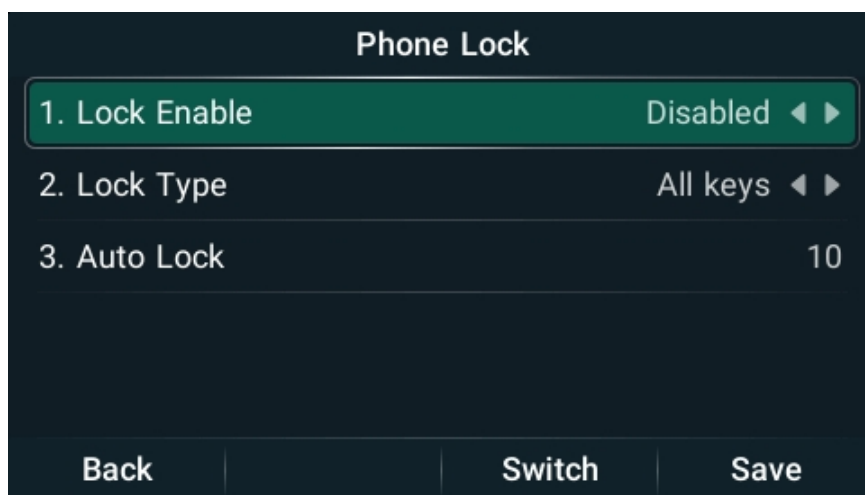
You can manually lock the phone or wait a specified time to automatically lock the phone.

When your phone is locked, you can:

- Dial emergency numbers.
- Reject incoming calls.
- Answer incoming calls.
- End the call.

Procedure

1. Go to **Menu > Basic > Phone Lock**.
2. Select Enabled from the Lock Enable field.
3. Enter the desired interval (0 - 3600 seconds) in the **Auto Lock** field.
4. Save the change.



Lock your phone manually

You can lock the phone manually before the phone is automatically locked.

Before You begin

Make sure that the phone lock is set.

Procedure

1. Long-press # key when the phone is idle.
 - The lock icon appears on the phone screen.

Unlock your phone

You can use an unlock PIN to unlock the phone.

If you forget the unlock PIN, you can enter the administrator password to unlock your phone, and then automatically access the PIN change screen.

Procedure

1. Press any keys, and the phone prompts you to enter an unlock PIN.
2. Enter the desired PIN (default: 123) in the **Unlock PIN** field.
3. Select **OK**.

Note: The lock icon disappears from the phone screen.

Change your phone unlock PIN

The default unlock PIN is “123”. For security reasons, you should change the default unlock PIN as soon as possible.

Procedure

1. Go to **Menu > Basic > Change PIN**.
2. Enter your old and new unlock PIN respectively.
 - The unlock PIN length must be within 15 digits.
3. Save the change.

Line Keys

Line keys allow you to quickly access features such as recall and speed dial. The line key can indicate the monitored status when the line keys are assigned with particular features, such as BLF.

You can assign predefined functions to line keys. You can also define a label for a line key feature, which will appear on the phone screen.

Assign functionality to a Line Key

You can assign functions to a line key, as a result, you can access this function quickly by tapping this line key.

Procedure

1. Go to **Menu > Features > Dsskey**.
2. Select the desired key and press **Enter**.
3. Select the desired key type from the **Type** field.
4. Configure the settings for the corresponding key type.
5. Save the change.

Line Key 1	
1. Type	Line ◀ ▶
2. Account ID	Line 1 ◀ ▶
3. Label	0374
4. Username	0374
5. Server	10.200.108.48
Back	Switch Save

Audio settings

You can choose a ring tone for all incoming calls.

Adjust the Volume

You can adjust the volume of the ringer, media, and audio during a call.

Procedure

1. Press the **Volume** key.

Set the Ring Tone

You can set distinctive ring tones for groups or contacts in your Local Directory so that you can identify the caller when your phone rings.

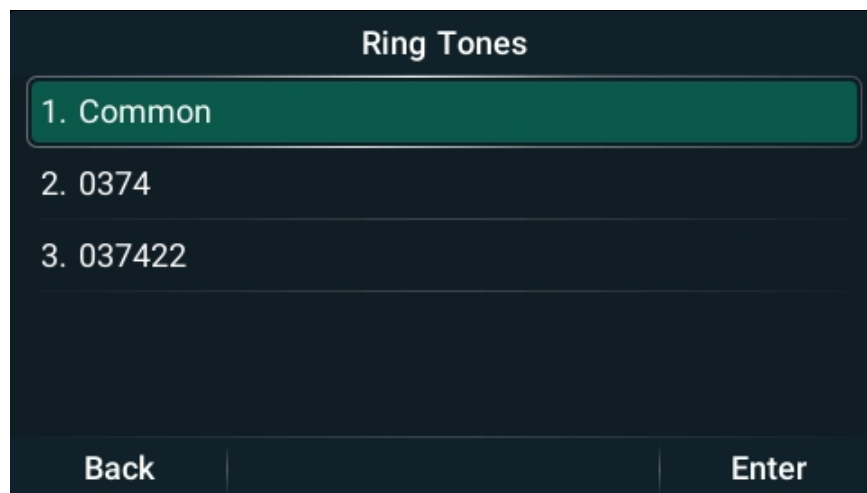
The ring tones are used according to this priority: Contact ring tone > Group ring tone > Account ring tone > Phone ring tone.

Set a Ring Tone for the phone

You can choose a ring tone for all incoming calls.

Procedure

1. Go to **Menu > Basic > Sound > Ring Tones > Common**.
2. Select the desired ring tone.
3. Save the change.

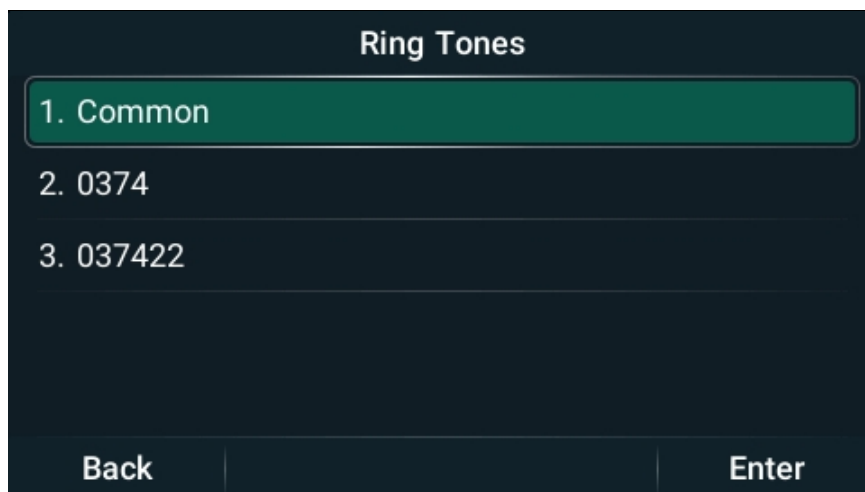


Set the for an account

You can select a unique ring tone for an individual account.

Procedure

1. Go to **Menu > Basic > Sound > Ring Tones**.
2. Select the desired account.
3. Select the desired ring tone.
 - If **Common** is selected, this account will use the ring tone selected for the phone.
4. Save the change.



Set the for a group

You can select a unique ring tone for various groups in your Local Directory.

Note: You can only set a ring tone for a group that is added manually.

Procedure

1. Press **Directory > Local Directory**.
2. Select the desired group and then press **Option > Detail > Ring**.
3. Select the desired ring tone.
 - If **Auto** is selected, this group uses the ring tone according to the default priority.
 - If a specific ring tone is selected, this group uses the ring tone according to the priority:
Contact ring tone>Group ring tone.
4. Save the change.

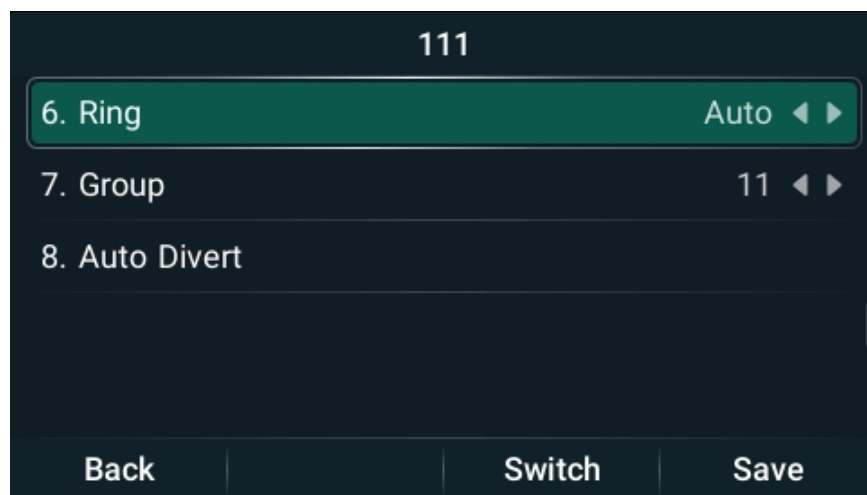
The screenshot shows a mobile application interface with a dark blue background. At the top, the number '11' is displayed. Below it, there are two rows of settings. The first row is labeled '1. Name' and has the value '11'. The second row is labeled '2. Ring' and has the value 'Auto' with left and right arrow icons. At the bottom of the screen, there are three buttons: 'Back', 'Switch', and 'Save'.

Set a ring tone for a contact

You can select a unique ring tone for various contacts in your Local Directory. This helps you quickly identify callers according to the ring tones.

Procedure

1. Tap **Directory** > **Local Directory**.
2. Select the desired contact group first.
3. Select the desired contact and then press **Option** > **Detail** > **Ring**.
4. Select the desired ring tone from the **Ring** field.
 - If **Auto** is selected, the contact uses the ring tone according to the default priority.
5. Save the change.

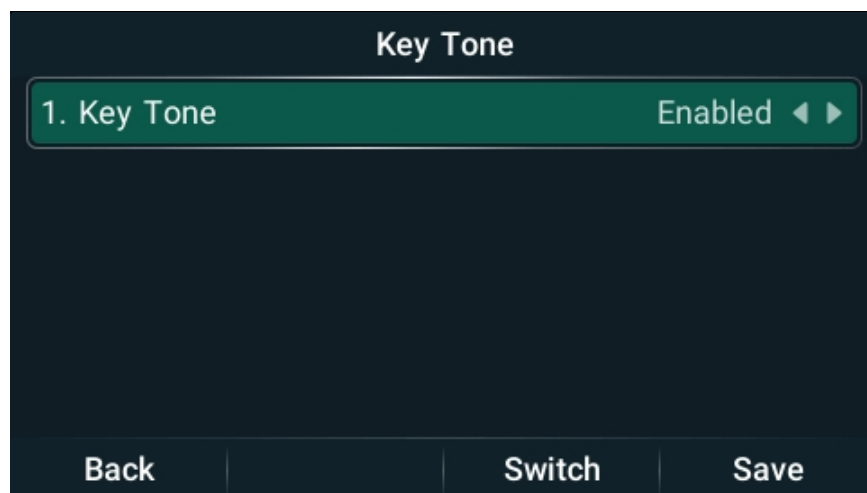


Disable the Key Tone

If you disable the key tone, the phone will not produce a sound when pressing the keypad keys.

Procedure

1. Go to **Menu** > **Basic** > **Sound** > **Key Tones**.
2. Turn off **Key Tone**.
3. Save the change.



Bluetooth

Bluetooth enables low-bandwidth wireless connections within a range of 10 meters (32 feet). The best performance is in the 1 to 2 meters (3 to 6 feet) range.

You can activate the Bluetooth mode, and then pair and connect the Bluetooth device with your phone. You can pair up to countless Bluetooth devices with your phone; however, you can connect up to two different types of Bluetooth devices at a time. You can also share files with friends via Bluetooth.

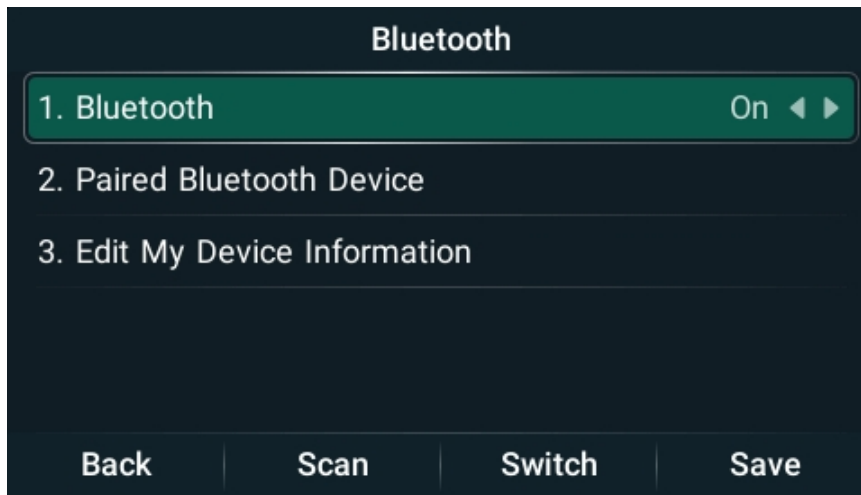
You can pair and connect a Bluetooth headset/speakerphone/microphone or a Bluetooth-enabled mobile phone to your phone. And the Bluetooth operating instructions on different Bluetooth devices are the same.

Activate the Bluetooth mode

You should activate the Bluetooth mode first when you need to connect the Bluetooth device to your phone.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Turn on the Bluetooth.



Note: The phone automatically scans the available Bluetooth devices in your area. The Bluetooth icon appears in the status bar.

Pair and connect the Bluetooth headset

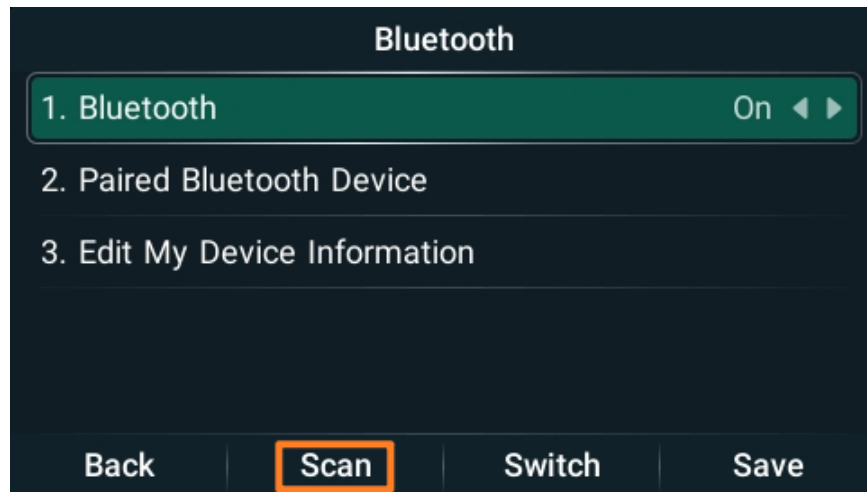
You can pair and connect the Bluetooth headset to handle calls on the phone.

Before you begin

Make sure that the Bluetooth headset is discoverable.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Press Scan to search for the Bluetooth devices.
3. Tap the desired Bluetooth headset to connect to your phone.



Note: The connection will be completed successfully with a prompt that appears under the Bluetooth headset name. The Bluetooth icon appears in the status bar.

Pair and connect the Bluetooth-enabled mobile phone

When you need to use the phone to handle the mobile phone's calls, you can pair and connect the Bluetooth-enabled mobile phone.

You can only connect one Bluetooth device at a time. After connection, the phone will automatically find an available line key and assign the line key for the Mobile Account. The Mobile Account key's default label is "Mobile Account". If there is no available line key, you may assign it manually.

Before you begin

Make sure that the Bluetooth-enabled mobile phone is discoverable.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Press **Scan** to search for the Bluetooth devices.
3. Tap the desired Bluetooth-enabled mobile phone.
4. Tap **Connect** on both the mobile phone and the phone.
 - The phone prompts you to sync phone contacts temporarily.
5. Tap **OK** to enable the mobile contacts sync feature and the phone will sync the mobile contacts temporarily, or tap **Cancel** to disable the mobile contacts sync feature.
 - The connection will be completed successfully with a prompt appears under the Bluetooth enabled mobile phone name.

Note: If you enable mobile contacts sync feature, you also need to authorize the phone to sync the contacts temporarily on the mobile phone.

Pair and connect two Bluetooth devices

You can connect two Bluetooth devices on the phone at a time, for example, a Bluetooth-enabled mobile phone and a Bluetooth headset.

Before you begin

Make sure that the Bluetooth devices are discoverable.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Press Scan to search for the Bluetooth devices.
3. Pair and connect the two Bluetooth devices respectively.

Note: The phone does not support connecting two Bluetooth devices of the same type at the same time. The Bluetooth channel cannot support two devices at the same time, and a Bluetooth-enabled mobile phone has higher priority than a Bluetooth headset.

Sync the mobile contacts to the phone

You can sync mobile contacts to your phone. Then you can view a contact without accessing your mobile phone.

Note: Not all mobile phones support syncing the mobile contacts to phone. For more information, contact your system administrator.

Enable the Mobile Contacts sync feature

You can choose to enable the phone to sync the mobile contacts.

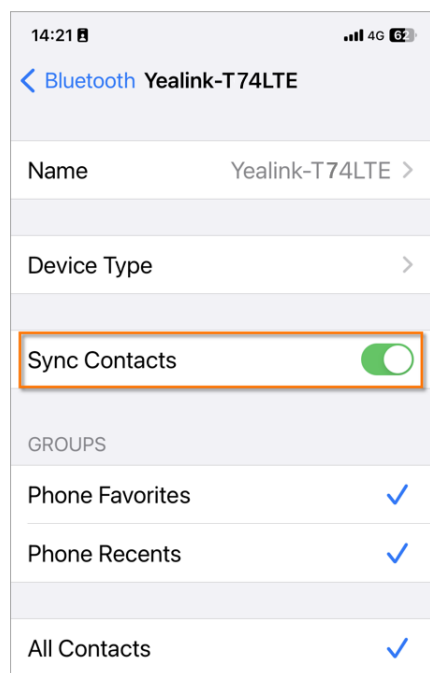
Before you begin

Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone and the phone audio feature is enabled.

Procedure

1. Go to **Menu > Basic > Bluetooth > Paired Bluetooth Device**.
2. Select the desired Bluetooth-enabled mobile phone name and then press **Option > Detail**.
3. Select **Mobile Contacts Sync**.

Note: You need to authorize the phone to synchronize the contacts temporarily on the mobile phone first, and then the mobile contacts directory will appear in the phone directory list.



View your mobile contacts

You can view a list of mobile contacts on the phone.

Before you begin

Make sure that the mobile contact sync feature is enabled.

Procedure

1. Go to **Directory > Mobile Contacts..**

Handle a mobile phone call on the phone

You can handle a mobile phone call on your phone, the phone acts as a hands-free device for your mobile phone.

The call information appears on both your phone and mobile phone screen. You can control the call's audio to go through the mobile phone or phone on your mobile phone. If you choose Bluetooth, the audio will go through the phone; if you choose Handset earpiece or Speaker, the audio will go through the mobile phone.

Before you begin

Make sure that the Bluetooth-enabled mobile phone is paired and connected to your phone, and the phone audio feature is enabled.

Procedure

1. Do the following on the phone:

- Place a call. Tap the **Mobile Account** line key first, and then place a call or multiple calls to the mobile contacts.
- Answer a call. An incoming call to your mobile phone is also shown on the phones, you can answer the call on the phone. The phone will first match the contacts in the mobile contacts directory to present the caller identity.
- During the call, you can hold/resume, mute/unmute, or end the call on the phone.

Change your phone's Bluetooth name

You can change the Bluetooth name for your phone to identify your phone to other Bluetooth devices.

By default, the phone is identified as "Yealink T74LTE" by other Bluetooth devices.

Before you begin

Make sure that the Bluetooth mode is activated.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Select **Edit My Device Information**.
3. Enter the desired name in the **Device Name** field.
4. Save the change.

Edit My Device Information

1. Device Name

2. MAC

Back **Abc** **Delete** **Save**

Disconnect the Bluetooth device

When you disconnect a Bluetooth device, it remains paired so that you can reconnect it to your phone.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Select **Paired Bluetooth Device**.
3. Select the desired connected Bluetooth device name.
4. Tap **Disconnect**.

Deactivate the Bluetooth mode

You can deactivate the Bluetooth mode when you no longer use a Bluetooth device.

Procedure

1. Go to **Menu > Basic > Bluetooth**.
2. Turn off the Bluetooth.
 - The Bluetooth icon disappears from the status bar.

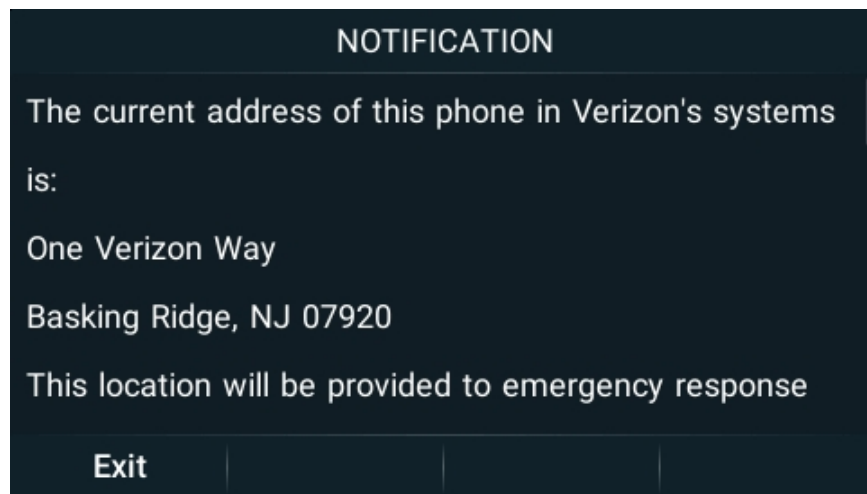
Check E-911 Address

Enhanced 911, also known as E911, allows Verizon to provide enhanced location information to emergency call takers so they can more effectively route calls for emergency assistance.

Check E-911 Address

Procedure

1. Press **Features** line key, and select **E-911 Address**.

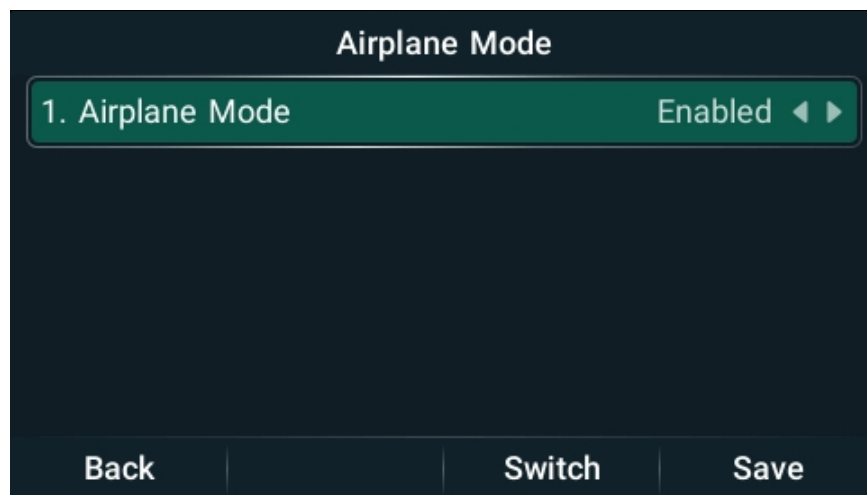


Airplane Mode

Turn on airplane mode, which only stops the network feature of the SIM card. But you can still switch the network mode and use Wi-Fi or a wired network to connect the device.

Procedure

1. Go to **Menu > Basic > Airplane Mode**.
1. Turn on the Airplane Mode.



Wireless network

The phone can be connected to the wireless network if Wi-Fi is available within the area.

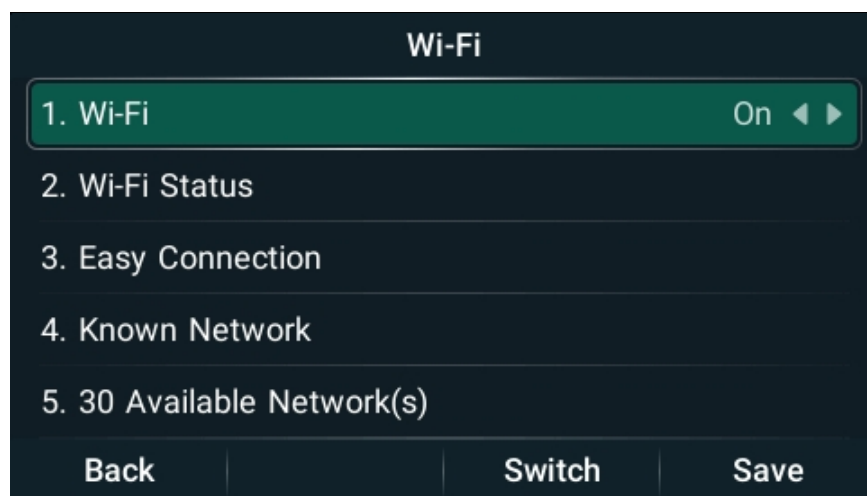
Note: Enabling Bluetooth may degrade your wireless network connection. For improved wireless network performance, you should disable Bluetooth when it is not in use.

Activate the Wi-Fi Mode

You can activate the Wi-Fi mode to connect your phone to an available wireless network.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
2. Turn on the Wi-Fi.



The phone automatically scans the available wireless networks in your area. The Wi-Fi icon appears in the status bar.

Connect to the wireless network

After you have activated the Wi-Fi mode, you can connect the phone to the wireless network.

When the phone is connected to a wireless network, the Wi-Fi icon  will display in the status bar.

Connect to an available wireless network manually

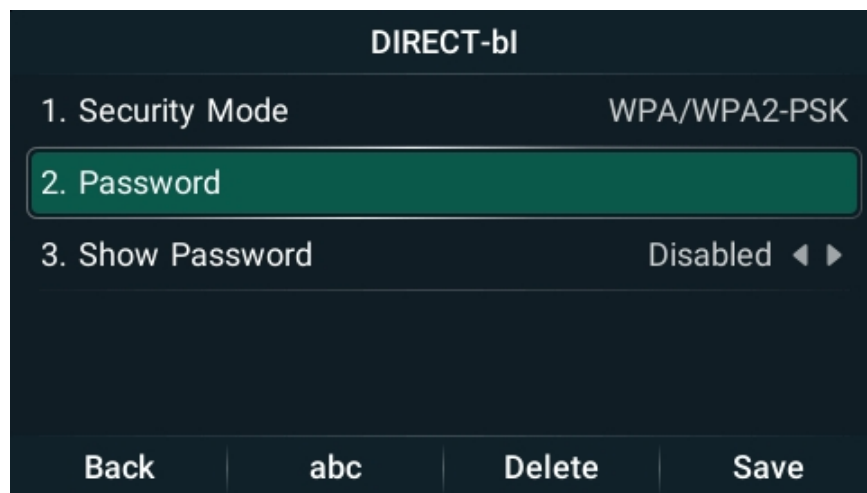
You can use the password provided by your system administrator to connect the phone to a secure wireless network.

Before you begin

Make sure that the Wi-Fi mode is activated.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
 - The phone will automatically search for available wireless networks in your area.
2. Select **x Available Network(s)**.
3. (Optional.) To research the available network, select **Scan**.
4. Tap the desired wireless network (SSID) to connect to it.
5. Enter the desired password in the **Password** field.
6. (Optional.) Turn on **Show Password** to make the password visible.
7. Select **Save**.



DIRECT-bi

1. Security Mode WPA/WPA2-PSK

2. Password

3. Show Password Disabled ◀ ▶

Back | abc | Delete | Save

Add a wireless network manually

If your gateway/router has SSID broadcast disabled, it doesn't appear in the scanning results. Then you must manually add a wireless network.

Before you begin

Get the available wireless network information from your system administrator. Make sure that the Wi-Fi mode is activated.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
2. Select **Known Network > Add**.
3. Enter the desired value in the **SSID** field.
4. Tap the desired value from the **Security Mode** field.
 - If you select **WEP** or **WPA/WPA2 PSK/WPA3-Personal**, enter the password.
 - If you select **802.1x EAP**, tap the desired value from the **EAP method** field, and enter additional information.
5. Select **Save**.

View the wireless network information

You can view the detailed wireless network information, such as Profile Name, SSID, and Signal Strength.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
2. Select **Wi-Fi Status**.

Disconnect from a wireless network

You can disconnect the wireless network connection from your phone.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
2. Press **X Available Networks** and then select the connected SSID (the top one).
3. Select **Disconnect**.

Tip: You can also disconnect from the wireless network by deactivating the Wi-Fi mode.

Deactivate the Wi-Fi mode

You should deactivate the Wi-Fi mode when you need to connect your phone to the wired network.

Procedure

1. Go to **Menu > Basic > Wi-Fi**.
2. Turn off the Wi-Fi.

Note: The Wi-Fi icon disappears from the status bar.

Optional accessories with your phone

Bluetooth headset

You can use a Bluetooth headset to handle calls on the phones. For more information, refer to the documentation from your Bluetooth headset manufacturer.

USB headset

You can use a USB headset to handle calls on the phone.

For the information on how to connect a USB headset, see the Quick Start Guide for your phone on [Yealink Support](#).

For a list of supported USB headsets, refer to [Tested headset list compatible with Yealink IP Phone](#) for your IP phones on [Yealink Support](#). USB headsets that are not listed may not function properly if you connect them to your phone.

For more information on how to use your USB headset, refer to the related documentation from the manufacturer.

Use headsets

After connecting a headset to your phone, you can activate the headset mode and use the headset when answering and placing calls. If you do not want to use a headset to handle calls, you can deactivate the headset mode.

Procedure

1. Press the **Headset** key on the phone.
 - The headset icon appears on the phone screen.
2. Press the **Headset** key again on the phone.
 - The headset icon disappears from the phone screen.

Maintain your phone

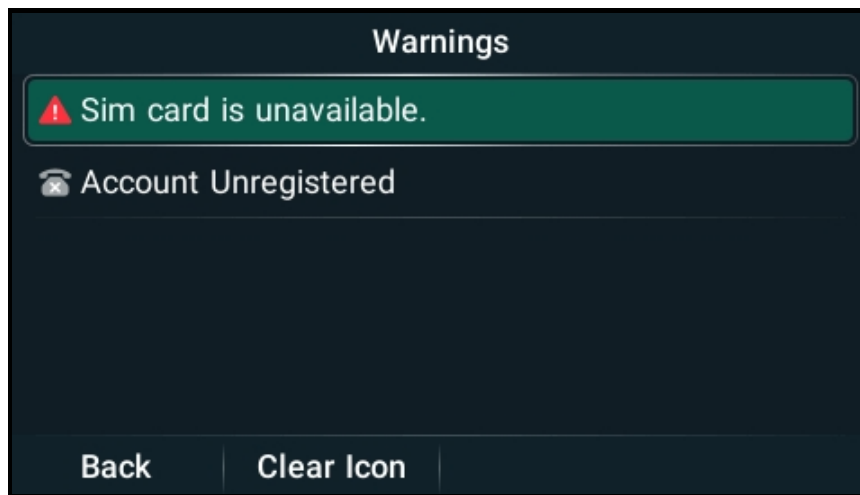
When your phone is unable to operate properly, you need to investigate or troubleshoot issues along with other tasks your system administrator may ask you to perform.

Investigate warnings

The warning icon lets you know that your phone has one or more important issues.the manufacturer.

Procedure

1. Go to **Menu > Device Info > Warning**.
 - The warning detail is displayed in the **Warning** field.



Clear Warning icon

You can temporarily remove the warning icon from the status bar. However, the warning message is still displayed on the Status screen until the issue is fixed.

The warning icon appears in the status bar again after reboot if the issue is not fixed.

Procedure

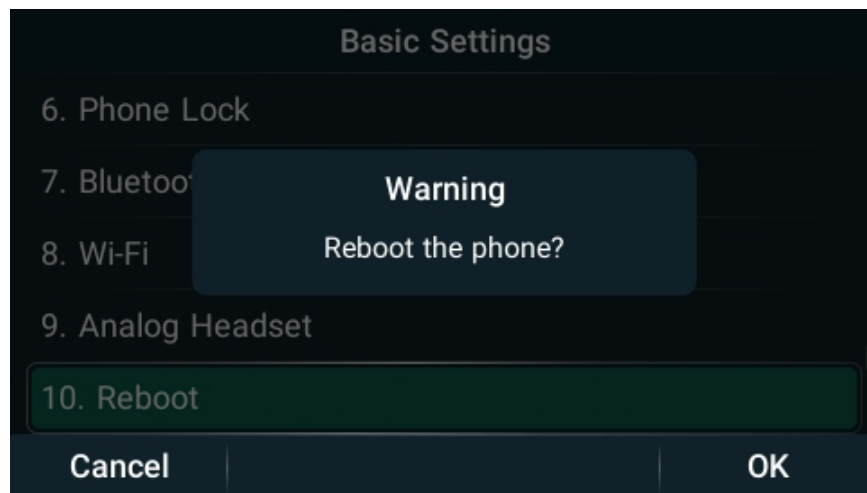
1. Go to **Menu > Device Info > Warning**.
2. Press **Clear Icon**.
 - The phone prompts you to clear the warning icon or not.
3. Select **OK**.

Reboot your phone

The improper operation may cause a malfunction. If the malfunction occurs, your system administrator may ask you to reboot your phone.

Procedure

1. Go to **Menu** > **Basic** > **Reboot**.
 - The phone prompts you to reboot the phone or not.
2. Select **OK**.



Tip: You can also long-press the * key on the keypad when the phone is idle to reboot the phone.

Reset to Factory Settings

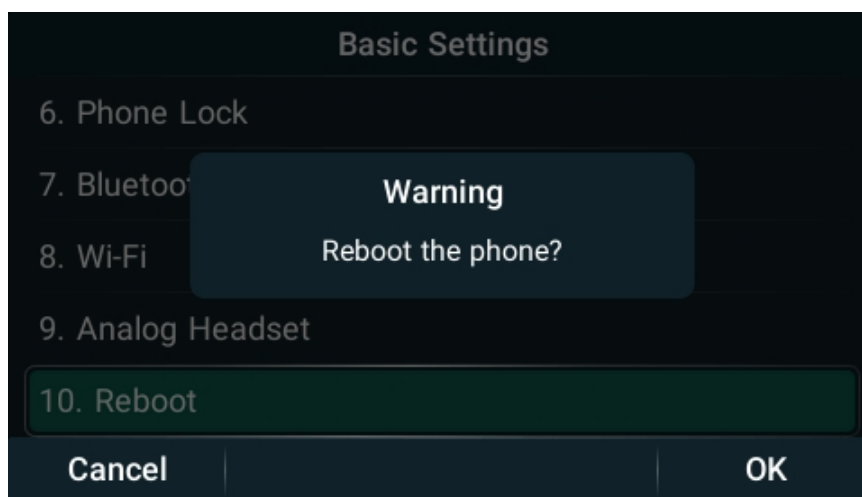
When some issues occur on your phone and you have tried all troubleshooting suggestions but still do not solve the problem, you can reset your phone to factory settings.

This operation will delete all your personal configuration settings and reset all settings to the factory defaults.

Check with your system administrator if the personalized settings are kept before resetting your phone to factory settings.

Procedure

1. Go to **Menu > Advanced > Reset Config.**
2. Select **Reset to Factory Settings.**
 - The phone prompts you to reset the setting or not.
3. Select **OK.**
 - The phone begins resetting.



Tip: You can also long-press the **Redial** key when the phone is idle.

After reset, the screen prompts "Welcome Initializing...Please wait". The phone will be reset successfully after startup.

Note: Reset of your phone may take a few minutes. Do not power off until the phone has started up successfully.

Regulatory Notices


Operating Ambient Temperatures


- Operating temperature: +32 to 104°F (0 to 40°C)
- Relative humidity: 5% to 90%, noncondensing
- Storage temperature: -22 to +158°F (-30 to +70°C)

Warranty

Our product warranty is limited only to the unit itself, when used normally in accordance with the operating instructions and the system environment. We are not liable for damage or loss resulting from the use of this product, or for any claim from a third party. We are not liable for problems with Yealink device arising from the use of this product; we are not liable for financial damages, lost profits, claims from third parties, etc., arising from the use of this product.

Explanation of the symbols

- DC symbol (Apply for DC powered products)
-  is the DC voltage symbol.
- WEEE Warning symbol

 To avoid the potential effects on the environment and human health as a result of the presence of hazardous substances in electrical and electronic equipment, end users of electrical and electronic equipment should understand the meaning of the crossed-out wheeled bin symbol. Do not dispose of WEEE as unsorted municipal waste and have to collect such WEEE separately.

Restriction of Hazardous Substances Directive (RoHS)

This device complies with the requirements of the EU RoHS Directive. Statements of compliance can be obtained by contacting support@yealink.com.

Safety Instructions

Save these instructions. Read these safety instructions before use!



General Requirements

- Before you install and use the device, read the safety instructions carefully and observe the situation during operation.
- During the process of storage, transportation, and operation, please always keep the device dry and clean, avoid collision and crash.
- Please attempt not to dismantle the device by yourself. In case of any discrepancy, please contact the appointed maintenance center for repair.
- Please refer to the relevant laws and statutes while using the device. Legal rights of others should be respected as well.



Environmental Requirements

- Do not cover ventilation openings, this equipment is not intended to be used on soft support.
- The marking information is located at the exterior of the bottom.
- Place the device at a well-ventilated place. Do not expose the device under direct sunlight.
- Keep the device dry and free of dusts.
- Do not place the device on or near any inflammable or fire-vulnerable object, such as rubber-made materials.
- Keep the device away from any heat source or bare fire, such as a candle or an electric heater.



Operating Requirements

- Do not let a child operate the device without guidance.
- Do not let a child play with the device or any accessory in case of accidental swallowing.
- Please use the accessories provided or authorized by the manufacturer only.
- The power supply of the device shall meet the requirements of the input voltage of the device. Please use the provided surge protection power socket only.
- Before plugging or unplugging any cable, make sure that your hands are completely dry.
- Do not spill liquid of any kind on the product or use the equipment near water, for example, near a bathtub, washbowl, kitchen sink, wet basement or near a swimming pool.
- During a thunderstorm, stop using the device and disconnect it from the power supply. Unplug the power plug and the Asymmetric Digital Subscriber Line (ADSL) twisted pair (the radio frequency cable) to avoid lightning strike.
- If the device is left unused for a rather long time, disconnect it from the power supply and unplug the power plug.
- When there is smoke emitted from the device, or some abnormal noise or smell, disconnect the device from the power supply, and unplug the power plug immediately.
- Contact the specified maintenance center for repair.
- Do not insert any object into equipment slots that is not part of the product or auxiliary product.
- Before connecting a cable, connect the grounding cable of the device first. Do not disconnect the grounding cable until you disconnect all other cables.



Cleaning Requirements

- Before cleaning the device, disconnect it from the power supply.
- Use a piece of soft, dry and anti-static cloth to clean the device.
- Keep the power plug clean and dry.

Troubleshooting

The unit cannot supply power to Yealink device.

There is a bad connection with the plug.

1. Clean the plug with a dry cloth.
2. Connect it to another wall outlet.

The usage environment is out of operating temperature range.

1. Use in the operating temperature range.

The cable between the unit and the Yealink device is connected incorrectly.

1. Connect the cable correctly.

You cannot connect the cable properly.

1. You may have connected a wrong Yealink device.
2. Use the correct power supply.

Some dust, etc., may be in the port.

1. Clean the port.

Contact your dealer or authorized service facility for any further questions.

FCC Statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:—Reorient or relocate the receiving antenna.

—Increase the separation between the equipment and receiver.

—Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

—Consult the dealer or an experienced radio/TV technician for help.

The equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

The following applies to products using Wi-Fi 5GHz 5150-5350 MHz:

The device for operation in the band 5150-5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

The following applies to products used at a distance greater than 20cm:

The equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. The equipment should be installed and operated with minimum distance 20cm between the radiator and your body.



Learn more

For additional support information, scan the QR code or visit
verizon.com/support/one-talk-t74lte-smart-desk-phone/

