

# QUICK REFERENCE GUIDE

VERTICAL SIP PHONES: 9133i, 9143i, 9112i, Edge 5000i, 480i/480CT, and Aastra 53i/55i/57i



## MAKING CALLS

- Lift the handset, **OR** press  on models 9112i and 9133i)

### For external calls:

- When you hear dial tone, enter the external access code (such as 9.)
- Enter the phone number.

- **OR** -

### For internal calls:

Enter the extension.

## Call Return

Calls back the number answered on your primary line. Call Return does not return calls from external phone numbers.

Press **Call Return**, **OR** \*69.

## Redial

Redial will place a call to the last phone number you dialed from the phone. Even if you dialed digits while connected to a call, the system will only keep track of the last phone number you dialed.

Press **Redial**.

## ANSWERING CALLS

- Lift the handset, **OR** press  on models 9112i and 9133i).
- Press the associated line appearance key while the line is ringing to connect the call.

## Call Pickup

Answer an incoming call on another extension within your pick-up group.

### Extension

- Press **Pickup**, **OR** \*75.
- Dial the extension number, as necessary.

### Group

Press \*74.

## Night Answer

Use the Night Answer feature, to manually redirect all inbound calls to the Vertical Wave system to a predetermined destination.

- Your system administrator can configure any on- or off-premise phone number as the destination.

Press \*85 to turn on Night Answer.

### Cancel

Press \*86 to turn off Night Answer.



## PLACING CALLS ON HOLD

Put the current call on hold while you use other phone features.

### While on an active call:

- Press Hold ( on models 9112i and 9133i,  on models 5000i).
- Press the key corresponding to the line at which the call was placed on hold to reconnect.

### NOTE

You can also use **Call Park** features to place calls on hold. Refer to *Wave Phone User's Guide* for details.

## TRANSFERRING CALLS

Place a call on hold while you dial the destination extension, then transfer the call.

### Blind

Transfer a call without announcing the call to the recipient.

### With a party on the line:

- Press **Xfer** ( on models 5000i).
- Enter the destination extension.
- Press **Xfer** and/or hang up to complete the transfer.

### Supervised

Place a call on hold while you dial the destination extension, then announce the call to the recipient before transferring.

### With a party on the line:

- Press **Xfer** ( on models 5000i).
- Enter the destination extension.
- Press the Dial softkey and wait for an answer.
- Announce the call.
- Press **Xfer** and hang up to complete the transfer.

## FORWARDING CALLS

Redirect your call from your primary line to another extension or phone number.

### NOTE

The **Forward** feature will behave differently depending on whether or not your **Forward** key is programmed with a target phone number.

### Internal Calls

- Press **Forward**, **OR** \*43, then dial the extension number to which you want calls forwarded.
- Enter the extension number to which you want to forward calls.

### External Calls

- Press **Forward**, **OR** \*43.
- Enter the external access digit(s) - usually a 9.
- Enter the phone number to which you want to forward calls.
  - If you enter an international phone number, you must enter a # at the end of the number.
  - If you are prompted for a password, enter your Voicemail password, and press #.

### Canceling Call Forwarding

Press **Forward**, **OR** \*44 to cancel call forwarding.

## SIP PHONE FEATURE CODE REFERENCE

### Call Park

Directed . . . . .	Flash + *66 + ext
Retrieval . . . . .	*65 + ext
Self . . . . .	Flash + *64
Retrieval . . . . .	*65 + ext
System . . . . .	Flash + *62
Retrieval . . . . .	*63 + slot

### Call Pickup

Extension . . . . .	*75 + ext
Group . . . . .	*74

**Call Return** . . . . . \*69

**Centrex** . . . . . (in future release)

**Conference** . . . . . Flash + \*71

Connect Party . . . . .	*71
Reconnect to Conference . . .	*72

**Do Not Disturb** . . . . . \*41

Cancel . . . . .	*42
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**Forward** . . . . . \*43 + dest

Cancel . . . . .	*44
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**Hold** . . . . . Flash

**Intercom** . . . . . \*82

**Log Incident** . . . . . \*\*

**Night Answer**

Activate . . . . .	*85
Deactivate . . . . .	*86

**Page** . . . . . \*11

**Page Group** . . . . . \*12 + group no

**System Speed Dial** . . . . . \*89 + code

## INTRODUCTION

### IMPORTANT! Which Phone Are You Using?

This Quick Reference Guide includes general information for SIP phones. Because SIP phone models vary as to which features and buttons are available on a particular phone, please refer to the Wave Phone User's Guide to review specific details about the buttons/keys and features that are available on your phone.

### Using the Display Screen

When you are not on a call, the display screen provides information about your phone and extension.

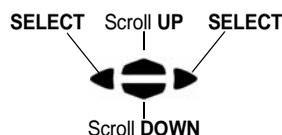
When you are on a call, the display screen provides information about the call, including a call timer that displays the length of time you have been connected. Additional information is displayed if your calls are forwarded to another number, if you have a call on hold, if you have missed calls, and so forth.

When you are on an inbound call, the display screen shows caller ID information if it was provided by the other party and if your phone service provider sends it. If caller ID is not available, the display screen identifies the inbound trunk group handling the call.

### Using the Navigation Keys

When you press certain keys, for example a feature key or soft key, a list of options is sometimes displayed from which you must select an item.

Use the display screen control keys to move up and down the list, then use the appropriate soft key to select the desired item.



### Display Icons

The following icons may appear on the display screen when you are making or receiving calls, or while you are browsing the Callers list.

ICON	DESCRIPTION
	You have received a new voice message.
	You have a call on hold. While browsing the Callers list, indicates an unanswered call.
	You are on an outgoing call. While browsing the Callers list, indicates an answered call.
	You are on an incoming call. While browsing the Callers list, indicates a Call Waiting call.
	You have an incoming Call Waiting call.
<b>N</b>	You have a new incoming call.
	You returned the call from the Callers list.
<b>2x</b>	The caller has called twice. The display screen shows the date and time of the last call from the caller.

## INTRODUCTION (continued)

### Feature Key Identifiers

Feature keys invoke application features. The following features are available on your phone by default.

#### NOTE

Your SIP phone features may vary depending on the model and on how your Wave phone system is set up. Review the Wave Phone User Guide or contact your phone System Administrator for more information.

#### Conf

Establishes server based conference of up to four conferees.

#### Goodbye

(also known as End Call on models 9112i and 9133i)

Releases the current call the same as hanging up the handset.

#### Hold on 9112i and 9133i models / on Aastra 5 series models / on 5000i models

#### Icom on model 480i/480CT

Performs a voice call to another extension.

#### Mute on 480i/480CT and Aastra 5 series models

When your phone is muted, you can hear the caller but the caller cannot hear you.

#### Options on Aastra 5 Series

Provides access to a list of configurable options.

#### Redial or softkey on Vertical models / on Aastra 5 Series models

Places a call to the last number you dialed.

#### Transfer or on models 5000i

Places a call on hold while you dial and connect to the destination extension.

### Line Status Indicators

#### Models 480i/480iCT, 9133i, and Aastra 53i

An LED next to the line appearance button indicates the status of that line.

If the line status light is:	The line status is:
Off	Idle (no call activity)
Flashing quickly	Call is ringing
Solid	Call is connected
Flashing slowly	Call is on hold

#### Models 480i/480iCT, and Aastra 53i/55i

An icon in the display next to a line appearance softkey indicates the status of that line.

Icon:	If the icon is:	The line status is:
	Solid	Idle (no call activity)
	Flashing	Call is ringing
	Solid	Call is connected
	Flashing	Call is on hold

#### Model 9112i

The status light for the single line is located at the top right corner of the phone:

If the line status light is:	The line status is:
Off	Idle (no call activity)
Flashing quickly	Call is ringing
Flashing slowly	New voice message

## PHONE SETTINGS

### Volume Adjustment

Use the and keys in the dial pad to adjust the volume of the handset, speaker, and ringer.

### Setting Options

To make changes to settings such as the display contrast, ring tone, headset volume, etc. follow the procedure below.

- 1 Press **Options**
- 2 Follow the prompts that appear on the display (use the navigation keys as described).
  - Refer to the Wave Phone User's Guide or contact your system administrator for information.

- 01 - Language
- 02 - Time and Date
- 03 - Set Ring Tone
- 04 - Clear Message Waiting
- 05 - Contrast Level
- 06 - Live Dialpad
- 07 - Headset Settings
- 08 - Network Settings
- 09 - SIP Settings
- 10 - Phone Status

## ADDITIONAL FEATURES

The Vertical Wave system supports the following features on the Vertical Wave SIP phones. Contact your phone System Administrator for details on which features are configured on your phone.

### Using authorization codes

You might be assigned an authorization code that gives you the ability to make calls on restricted phone line keys. Authorization codes are used to override access restrictions.

Contact your system administrator for specific information regarding authorization codes for your phone system.

- 1 Dial a phone number, and listen for a long beep.
- 2 Enter your authorization code, and press **#**.

### Callers List (Models 9133i and 9112i and some Aastra 5 Series\* Models)

The Callers list is a stored log of your incoming calls. Your phone logs the number and name (if available) of the caller, when they last called, and the number of times they tried to reach you. Refer to the Wave Phone User's Guide for details.

### Directory List (Models 9133i and 9112i and some Aastra 5 Series\* Models)

The Directory List is like a customized "phone book". Refer to the Wave Phone User's Guide for details.

### Do Not Disturb

Prevent your phone from ringing.

Press **\*41** to enable, then press **\*42** to disable

Do Not Disturb. Press on 5000i models.)

### Log Incident

When using a remote phone, pressing **\*\*** logs a time stamp in the Wave system trace logs that may be useful when troubleshooting a problem.

## USING INTERCOM AND PAGE

### Intercom

Make calls from your phone to another extension within your phone system.

#### Model 480i/480CT

- 1 Press **Intercom** .
- 2 Dial the extension.
- 3 Press **Intercom** , **OR** press **Goodbye**  (also known as **End Call** on models 9112i and 9133i) to end the call.

#### Models 9112 and 9133

- 1 Dial the extension
- OR -**

Press the desired line button and dial the extension.

### Page

Send a Page to all users connected to your system through the PA system.

#### Page the Entire System

- 1 Press **Intercom** , **OR** **\*11**.
- 2 Make the announcement.
- 3 Hang up when you are finished making your announcement to disconnect from the public address system.

*NOTE -- Vertical SIP phones can not receive a page through the handset at this time. However, this function will be available in a future release.*

### SAMPLE SIP PHONE MODELS ...

