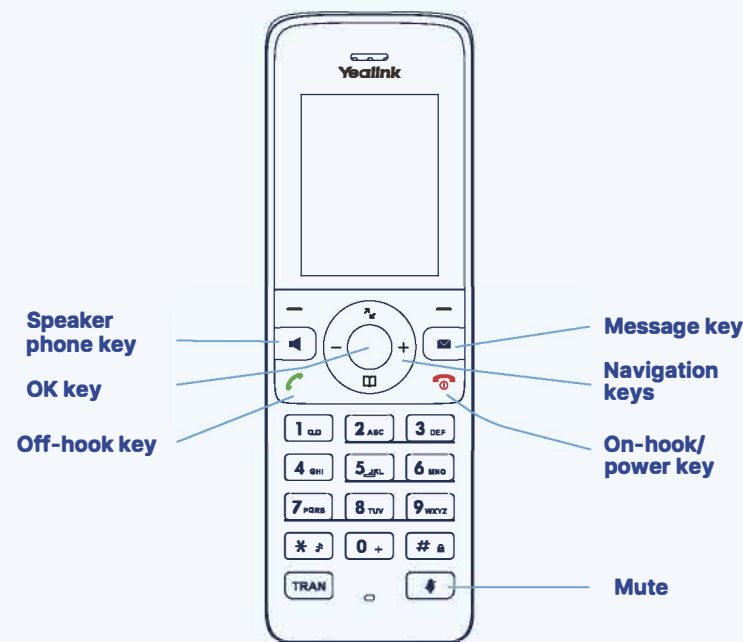


## Quick Reference Key



## BASIC OPERATIONS

### Turning Handset On/Off

- Press , then the LCD screen lights up or place the handset in the charging cradle to turn the handset on.
- Long press to turn the handset off.

### Locking/Unlocking Keypad

- Long press when the handset is idle to lock the keypad.
- Long press again to unlock the keypad.

### Silent Mode

- Long press when the handset is idle to switch the silent mode to On.
- Long press again to switch the silent mode to Off.

## HOW TO ANSWER/END A CALL

### Answering Calls

- Press the **Accept** soft key or press or press .

Note: You can ignore an incoming call by pressing the **Silence** soft key or reject an incoming call by pressing .

### Ending Calls

- Press .

## HOW TO MUTE A CALL

- Press during a call to mute the call.
- Press again to un-mute the call.

## HOW TO PLACE A CALL

### To place a call directly:

1. Do one of the following:
  - Enter the desired number when the handset is idle, OR
  - Press to enter the pre-dialing screen and enter the desired number using the keypad.
2. Press or to dial out to dial out. If there are multiple lines assigned to your handset as outgoing lines, press the **Line** soft key to select the desired line. If a line is not selected, the handset uses the default outgoing line to dial out.

### To place a call from the directory:

1. Press when the handset is idle.
2. Press the up or down key () to select which directory to use.
3. Search for an entry by using the keypad to type letters, or press to highlight the desired entry, and then press or to dial out using the default line.

If multiple numbers for the contact are stored, press to highlight the desired number, then press or again to dial out using the default line.

## CONTACT DIRECTORY

### To add a contact

1. Press the **OK** key to enter the main menu, select **Directory** and then the directory you require.
2. Press the **Options** soft key, and then select **New Contact**.
3. Enter the person's name and number in the relevant fields.
4. Press the **Save** soft key to accept the change.

## HOW TO HOLD & RESUME A CALL

### To place a call on hold

- Press the **Options** soft key during a call, and then select **Hold**.

### To resume a call, do one of the following

- If there is only one call on hold, press the **Resume** soft key.
- If there are two calls on hold, press **Resume** soft key to resume the current call. Press the **Swap** to swap between calls.

## HOW TO TRANSFER A CALL

You can transfer a call in the following ways:

### Blind Transfer

1. Press the **Options** soft key during a call, then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press the **Transfer** soft key when you hear the ring-back tone.

### Attended Transfer

1. Press the **Options** soft key during a call, then select **Transfer**.
2. Enter the number you want to transfer the call to.
3. Press or to dial out to dial out
4. When the call is answered, introduce the call and then press the **Transfer** soft key

## HOW TO ACTIVATE CALL FORWARDING

### To enable the call forward feature on a specific line

1. Press the **OK** key to enter the main menu, and then select **Call Features** > Call Forward.
2. Press to highlight the desired line, and then press the **OK** soft key.
3. Press to highlight the desired forwarding type (Always, Busy or No Answer) and then press the **OK** soft key.

- **Always** - Incoming calls are forwarded immediately.
  - **Busy** - Incoming calls are forwarded when the line is busy.
  - **No Answer** - Incoming calls are forwarded if not answered after a period of time.
4. Use or keys to select **Enabled** from the Statud field. Then press to edit the target number.
  5. Enter the number you want to forward the incoming calls to in the Target field.
  - For **No Answer Forward**, press to edit the **After Ring Time** duration using the or buttons.
  6. Press the **Save** soft key to accept the change.

### To Disable Call Forwarding

1. Follow the first 4 steps above but this time, change the status to **Disabled**.

# VOCUS

## IP VOICE HANDSET

Cordless Phone with  
Base Station  
(W70B,W73H, W73P)

## User Guide



## Packaging Contents

The following items are included in your package. If you find anything missing, contact your system administrator.



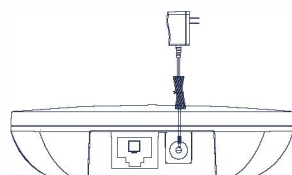
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## Connecting & Assembling the Base Station

If you don't yet have a base station, follow these steps. If you are adding an additional handset to an existing setup, go to **Assembling the Phone**.

### 1. Connect to power

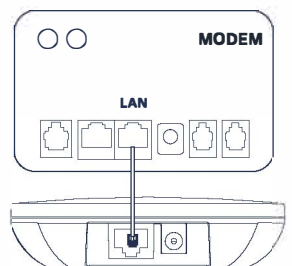
Connect the Base Station to the power using the cable provided. If you are using Power over Ethernet, you can skip this step.



### 2. Connect to the internet

Connect the supplied Ethernet Cable to the port on the bottom of the Base Station marked Internet.

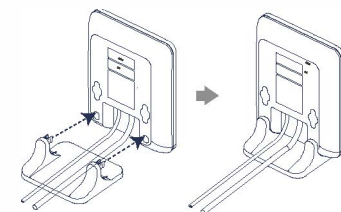
Plug the other end into a spare LAN port on your modem or live ethernet port at your desk.



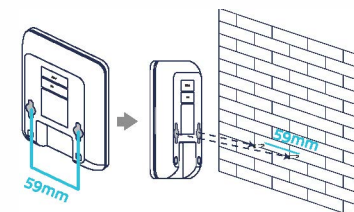
### 3. Install on desk or wall

Clip the Base Stand onto the Base Station to allow it to stand up, or use screws drilled 59mm apart to mount onto a wall.

Desktop installation



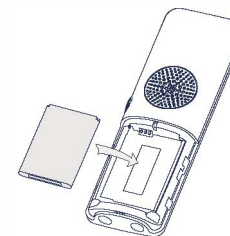
Wall-mount installation



## Assembling the Phone

### 1. Insert the battery

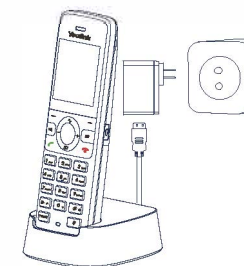
Insert the battery into the handset:



### 2. Connect the Handset Cradle to Power

Attach one end of the provided USB power cable to the UBS port on the provided Power Adapter, then connect the other end of the back of the cradle.

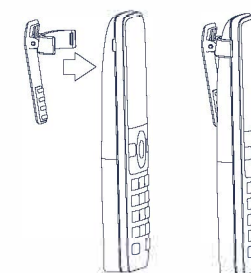
Place the handset in the cradle to charge.



**Note: The handset should be used with an original power adapter only. The use of a third-party power adapter may cause the damage to the handset. The charging status of the handset is indicated in the top right-hand corner of the LCD screen.**

### 3. Attach the belt clip

Attach the Belt Clip, as shown on the right, if required:





## First Time Setup

Once the Base Station and Handset have power, they should find each other and automatically register. The handset will download a configuration and may do a firmware upgrade. Allow it time to do these steps.

Once the handset displays the time and handset number, it is connected. To test that it's connected, press the **Hands Free Speak** button. If you hear dial tone, the phone is connected.

## Adding Handsets

Please follow the steps below:

- If the handset LCD screen prompts "Search for Base", long press  on the base station until the first LED flashes. Then press the OK key to enter the main menu, and select **Settings > Registration > Register Handset** to register the handset.
- If the handset LCD screen prompts "Press base page 2s then press OK", long press  on the base station until the first LED flashes. Then press **OK** soft key on the handset.
- Select the desired base (Most likely Base 1) and once search is complete, press **OK** to subscribe to the base.

When prompted for a password, enter '0000' or '1234' depending on the configuration of the base station.

If you require assistance, please call the team on **132 777**, or email us at [smb.customerservice@vocus.com.au](mailto:smb.customerservice@vocus.com.au)

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