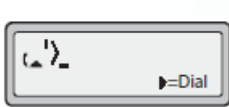
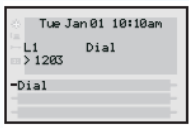
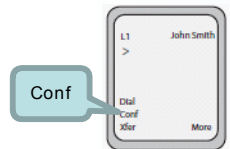
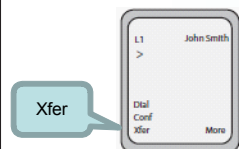


Basic Things You Should Know About ZIP-5 Phones

Basic Things You Should Know	Using Your ZIP-5 Series Desktop SIP Phones Visit www.zultys.com for videos and other training material.
1. Binding to MXIE	'Binding' refers to associating either a physical hard phone or a softphone with your MXIE personal call client. To use your phone, go to the bottom left of your MXIE screen and click on "Bind to" or MAC address line at the bottom of your MXIE screen. Then choose the "bind by call from the device" option. Dial the number provided in your MXE window and your phone is ready for use.
2. Placing Calls	To Place a Call, take your handset off hook. Either lift your handset or press the Speaker key  or  and then dial your number. You may press the Dial button on your screen (as prompted by the phone), or wait for the call to connect. You may also Pre-Dial a number by typing in the number. You'll see the number on your screen. Then hit the Dial button or lift the handset to place the call.  
3. Answering Calls	To Receive a Call either lift your handset or press your Speaker button  or  to speak hands-free
4. Send Incoming Call to Voice Mail	You can send an incoming call directly to voicemail without answering the call through your Call Handling Rules. Or, press  or  without picking up the handset. If you're already on the phone your incoming call will go to your next open Line, or go to voicemail based on your MXIE Call Handling Rules.
5. Ending Calls	To End a Call, either hang-up, or if the call is on Speaker or in Headset mode, press the "Goodbye"  or 
6. Conference Calls	To make a Conference Call, you may either call your first party and then start a Conference call, or you may start one by hitting the Conf button on your phone when you are off-hook. This opens your first line.  Or  Once connected, hit the Conf button again to add your next party.
7. Call Transfer	To Transfer a Call press XFER in your display or the  on your phone. Then dial the extension to which you wish to transfer the call, press  or XFER in your display again and hang-up. The call will transfer. Or perform a supervised transfer [place the current call on hold, call the other party, speak, if acceptable press the Transfer key and your job is done!] 
8. Call Park	To Park a call, depending on how and where the park key is programmed you may need to use the "More" soft key on your display to locate the park key, while others may be located in the upper section of the phone. Press PARK. Then enter the Park ID and press DIAL in your display. To Retrieve a Parked call, dial the Park Server followed by the Park ID. Version 5.0 automatically assigns a Park ID to each call.

www.zultys.com

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Basic Things You Should Know About ZIP-5 Phones

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9. Call Hold	To place a call on Hold press the  or  button. To release press the LINE with the flashing green LED of PICKUP in your display.
10. Voicemail	Dial your Voicemail extension (e.g.*86) on your phone , or press the Voicemail button programmed by your Administrator. Then enter your password and follow the prompts. Check the Voicemail command list for additional options (see other side)
11. Paging	To Page a Group dial the Page Server Extension, followed immediately by the two digit extension of the Paging Group you wish to call. The Paging Server and Group Extensions are set up by your Administrator.
12. Look for Missed Calls	Missed calls will be noted on your phone screen. To see your missed calls list press the “number three” key on the upper phone button layout, or press the Caller key.  Scroll through using the arrow keys.
13. Redial	Press the Redial key  to dial the most recent number you dialed from the phone. If you are off-hook and press the last number you called is called back.If you are on-hook and press , a Redial Directory list appears on-screen. Use the arrow keys to scroll, and dial a number To dial the displayed number press , or lift the Handset or press any line keys.

Options and Voice Mail Menu Commands

MAIN MENU	VOICE MAIL MENU
1 Review messages	1 Repeat
2 Scan headers of messages	2 Save message
3 Leave msg for another user	3 Erase message
* Access another voice mail box	4 Reply to message
4 Change profile, name, greetings	44 Call back using Caller ID
1 Personal profile:	5 Forward message to another mailbox
1 Change password	6 Play previous message
* Return to main menu	7 Rewind 3 seconds
2 Recorded name or greetings:	8 Pause message
1 Record name	9 Skip forward 3 seconds
2 Record a greeting	# Play next message
3 Play name & greetings	* Skip Date/Time
4 Activate a greeting	
0 Deactivate all greetings	
* Return to main menu	

Volume control

For Handset: lift the handset and adjust the volume using the volume buttons .

For Headset: press the SPEAKER/HEADSET button and adjust the volume using the volume buttons .

For Speakerphone: press the SPEAKER/HEADSET button and adjust the volume using the volume buttons .

For Ringing: press the volume buttons and adjust the volume WHILE the phone is ringing or idle.

To Mute: Simply press the Mute key  or  to place your phone on Mute. Press the Mute key again to take the phone off Mute.

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