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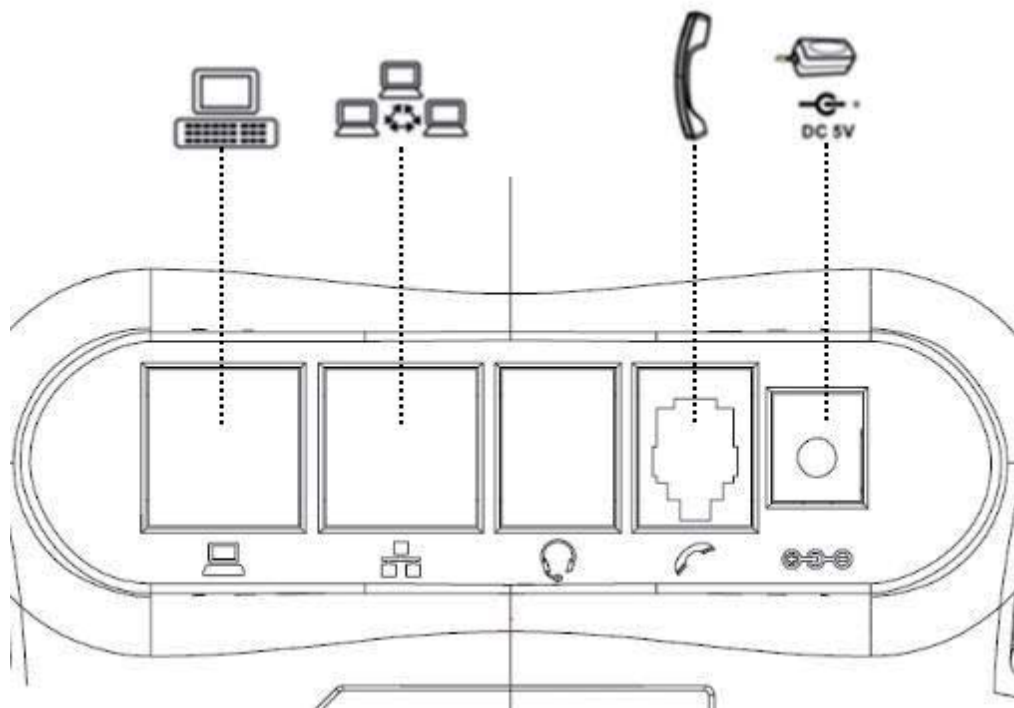
# Hotel Phone - H3 & H5 Quick Installation Guide



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## Connection methods

Please connect power adapter, network, PC, and handset to the corresponding ports as described in below picture.

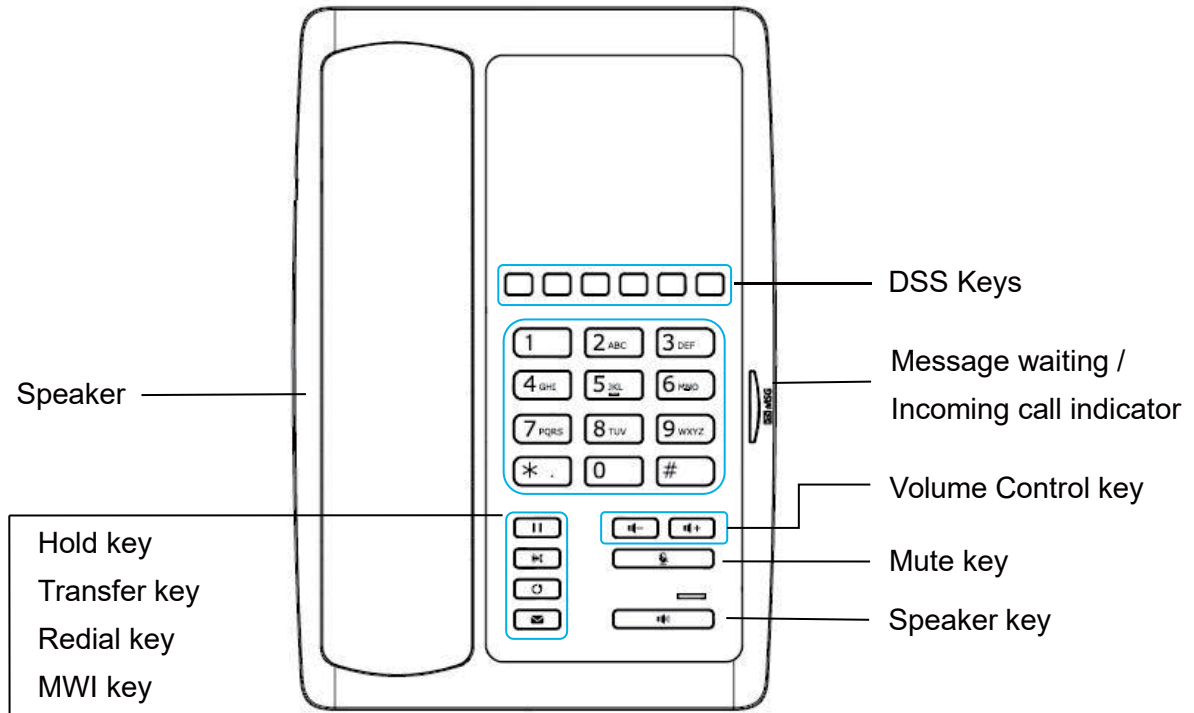


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# 1 Introduction to the Phone User Interface

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## 1.1 Keypad



The above picture shows the keypad layout of the device. Each key provides its own specific function. User should refer to the illustration in this section about the usage of each key and the description in this document about each function.

- Message waiting / Incoming call indicator - The light flashes when the telephone rings for incoming calls, and when a message is waiting if the Messages Waiting Indication (MWI) is supported in the telephone system.
- DSS keys - You could customize these DSS keys with some preset functions.
- Standard Telephone Keys - The 12 standard telephone keys provide the same function as standard telephones
- Hold key - You could hold a call by pressing the key.
- Transfer key - You could transfer a call by pressing the key.
- Redial key- By pressing 'Redial' button, user can redial the last dialed number.
- MWI key- When have a voicemail, press "information" key, you can consult to the message.
- Volume -/+ - By pressing 'Volume -/+' button, user can adjust the volume.
- Microphone Mute - User can mute the microphone with this button during talking mode.
- Hands-free Speaker - By pressing this button once, user can turn on the audio channel of hands-free speaker.

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## 2 Phone Settings

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In order to get the device ready for making and receiving phone calls, the device must be configured with correct network configurations and with an SIP telephony service.

The SIP must be configured properly to be able to provide telephony service.

### 2.1 Getting IP address

DHCP is the default setting in Network, and telephone will get the IP address from DHCP server(Router) after the line connected.

There are three common IP configuration modes.

- Dynamic Host Configuration Protocol (DHCP) – This is the automatic configuration mode by getting network configurations from a DHCP server. Users need not to configure any parameters manually. All configuration parameters will be getting from DHCP server and applied to the device. This is recommended for most users.
- Static IP Configuration – This option allows user to configure each IP parameters manually, including IP Address, Subnet Mask, Default Gateway, and DNS servers. This is usually used in an office environment or by professional users.
- PPPoE – This option is often used by users who connect the device to a broadband modem or router. To establish a PPPoE connection, user should configure username and password provided by the service provider.

### 2.2 Checking IP address

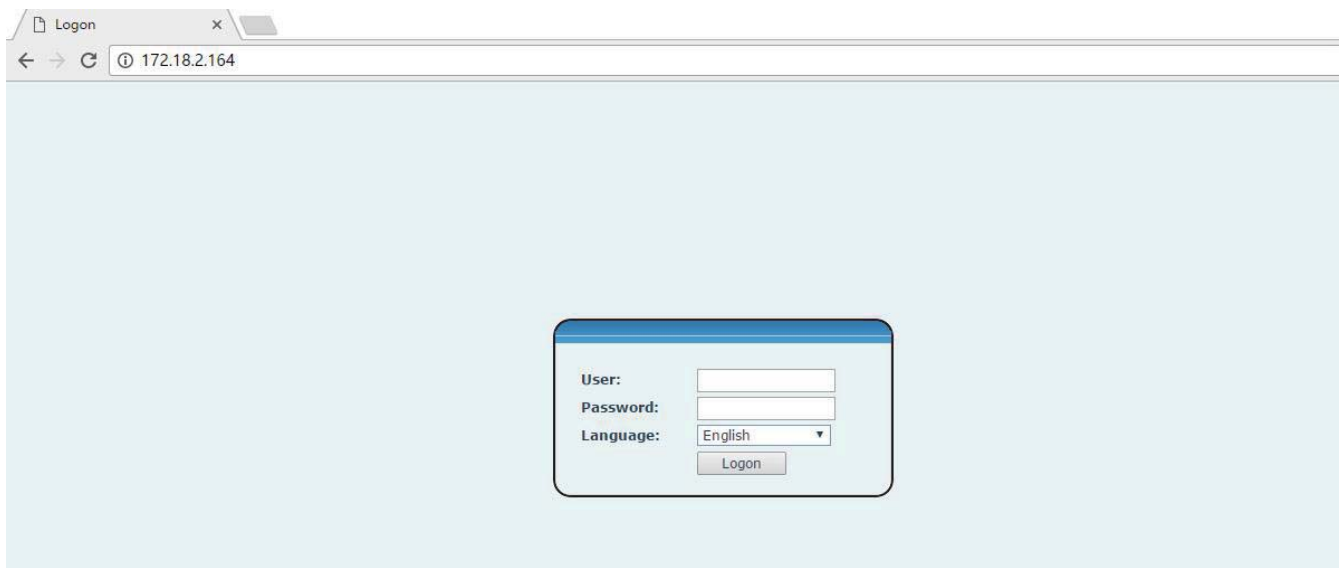
Pick up the handset or press hands-free key, please input “# \* 111” button or Long press “#” button, then you can hear the IP address voice information.

The LCD can display the IP address when the standby time is pressed with the “#” button.(Only support for H5)

### 2.3 How to enter into web setting interface

Set the telephone through web interface.

- Connect the telephone and PC in the same LAN.
- Run the IE in the PC, and input the telephone IP in address bar.
- Input the User name and password, both of them are admin.
- Click Logon button to enter into the web setting interface.



## 2.4 SIP Setting

Enter into the web setting interface, select **Line->SIP**, and fill in the items below.

- Server Address
- Account Name
- Phone Number
- Password

Click the Apply button to save the Configuration, that you can make a call after the SIP registration is successful.

## 2.5 Memory key setting

Enter into the web setting interface, select **Function key->Function key**.

Select the function and fill in the number in the value items.

Function Key Settings

Key	Type	Name	Value	Subtype	Line	PickUp Number
DSS Key 1-1	Memory Key	Reception	8207	Speed Dial	SIP1	
DSS Key 1-2	Memory Key	Service		Speed Dial	SIP1	
DSS Key 1-3	Memory Key	Cleaning		Speed Dial	SIP1	
DSS Key 1-4	Memory Key	WakeUp		Speed Dial	SIP1	
DSS Key 1-5	Memory Key	Emergency		Speed Dial	SIP1	
DSS Key 1-6	Memory Key	Manager		Speed Dial	SIP1	

Apply

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## 3 Basic Operation

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### 3.1 Making call

There are two ways to make a call, using dial pad or memory button.

- Lift the handset or press hands-free key.
- Dial the number on the dial pad or press memory key, end with # as default.
- End a call, hang up handset.

### 3.2 Answering call

When your telephone rings and the light flashes.

- Lift the handset or hands-free key and start to talk.
- End a call, hang up handset.

### 3.3 Holding call

- While on a call, press the "Hold" key.
- To retrieve a held call, press the "Hold" key again.

### 3.4 Redialing

Press redial to dial the last number you dialed.

- Lift handset or hands-free key.
- Press Redial to dial the last number you dialed.

### 3.5 Transfer Call

To perform a blind transfer:

- During a call, press Transfer. The active call is held.
- From the Dialer, place a call to the person you want to transfer the call to.
- Press "#" or "Transfer" button. The call automatically transfers to the person you specified.

To transfer a call:

- During a call, press Transfer. The active call is held.
- From the Dialer, place a call to the person you want to transfer the call to.
- Press "Redial" button. the second call connected, and you can talk with the person.
- Press "Transfer" button. The call automatically transfers to the person you specified.