

# 4630/4630SW IP Telephone Quick Reference



**Application Tabs:** Touch the appropriate tab at the bottom of any screen to display your **Speed Dial** buttons, **Call Log**, **Phone Directory**, **Voice Mail** or a **Web** (Internet/Intranet) **Access** screen.

## Top Line Buttons:

- Prohibits access to the web, your phone server and personal *Speed Dial*, *Call Log* and *Directory* information in your absence.
- Use to set up & update the screen's appearance and options like *brightness*, *call logging*, *data backup*, etc. (See **Options**: below.)

When working on application screens (*Phone*, *Speed Dial*, *Call Log*, *Web*), the Softkey buttons at the bottom of the display screen indicate actions you can take. Examples are:

- Save** Saves any changes made to screen data.
- Edit/Delete** Displays a screen to change or remove a speed dial button label or group.
- Clear** Removes a name or number from the *Keyboard Entry* screen.

Available (**enabled**) softkeys appear highlighted and three-dimensional; this means the softkey can be used in working with the data the screen currently displays. Unavailable (**disabled**) softkeys appear grayed out. Disabled softkeys are not highlighted, nor are they three-dimensional. If you attempt to select a disabled softkey, you might hear a warning error beep. Disabled characteristics may also apply to any optional Application tabs at the bottom of the display screen.

**Phone Buttons:** These buttons appear on the base of your phone:

- Headset** - Changes audio control from the handset or speaker to the headset and vice-versa.
- Mute** - Stops the other party on a call from hearing you.
- Speaker** - Activates/deactivates the speakerphone for hands-free dialing/talking.
- Volume Up/Down** - Adjusts the speaker, ringer, headset or handset volume.

## Managing Calls using Line/Feature Buttons

With the Phone screen displayed, select the Line/Feature button above a desired call-related activity such as **Redial**, **Transfer**, **Conference**, **Drop** or **Hold**. When there are more call management features than can fit on one screen, select the **More** button to display additional Line/Feature buttons.

### Speed Dial:

**Calling:** Touch the **Group** with which the person you want to call is associated, then touch the **Speed Dial** button for that person.

**Adding an Entry:** Select a **Group**, select an unassigned button, type the name & number, then select **Save**.

**Changing an Entry:** Touch **Edit/Delete**, select the associated group and button, then make your change and touch **Save**.

**Deleting an Entry:** Touch **Edit/Delete**, select the associated group and button, then touch **Clear** twice (once each for the number & name). Touch **Save**.

### Voice Mail:

**Accessing:** Select the **Voice Mail** application tab. Verify the *Server*, *Mailbox* and *Playback #* are correct. Select the **Password** field, enter your voice mail password and touch **Done** to display the Inbox.

See *Chapter 6 in the User Guide* for more information.

### Call Log:

**Viewing:** Select the **Call Log** application tab. Use the **Arrow** buttons on the right to move through the log.

**Calling:** Touch an entry, then touch **Call**.

**Adding an Entry to a Speed Dial Button:** Select the desired entry and touch the **AddtoSD** button. Edit the *Name* and/or *Number* if needed and touch **Save**. Then select a Group.

**Removing a Call Log Entry:** Select the entry, then **Delete**.

### Directory:

**Searching:** Select the **Directory** application tab. Type a full or partial name and select **Search**. (To correct an entry, press **Clear** or **Backspace** and re-type.) Use the **Arrow** buttons on the right to scroll through the search results list. To perform another search, select **Back**.

**Calling:** Touch an entry, then touch **Call**.

**Adding an Entry to a Speed Dial Button:** Use the procedure shown under **Call Log**.

### Web Access:

**Accessing the Web:** Select the **Web** application tab. Use the **Home**, **Back**, **Forward**, **Reload** and **Stop** buttons on the right of the screen as you would with any web page.

**Calling:** Dial a phone number designated as a link on a web page by selecting that link.

### Options:

**Accessing:** Select  at the top of any screen.

**Touchscreen Options:** Screen idle display/timeout duration, keyboard entry screen layout, button click feedback, screen calibration and screen cleaning.

**Call Log Options:** Call logging on/off, archive call log, verify archive status, verify IP server address and access FTP (File Transfer Protocol) setup screen.

**Phone Application Options:** Add edit dialing, personalize ring pattern, redial option setup, setting the *Phone* screen to display when you make or receive a call and call timer setting.

**Directory Option:** Set up a *User ID* & *Password* to protect directory access.

**Speed Dial Options:** Alphabetize buttons automatically and automatic backup of speed dial information.

**Backup/Restore Options:** Automatic backup of your options settings and *Speed Dial* buttons/groups, restore data following phone failure/replacement, verify whether a backup has occurred, Server User ID/PW setup and other FTP (File Transfer Protocol) setups.

**Network Audio Quality:** Troubleshoot poor audio quality problems with your System Administrator.

**Stock Ticker:** Set up and activate a *Stock Ticker* to run across the top of your screen.