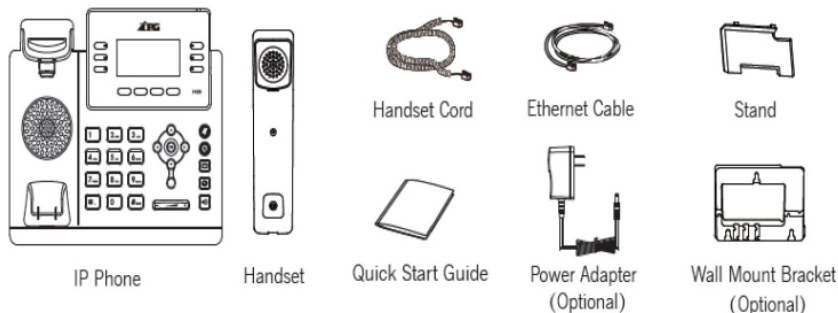


# minder Virtual PABX: Your Quick Startup

## IP PHONE T48G/S

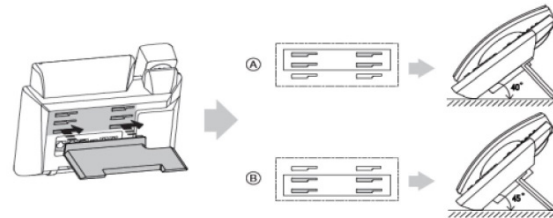


### What is included in your T48G/S Package:

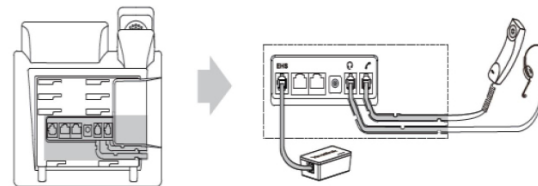


### How to assemble your IP PHONE T48G/S:

1. Attached the stand, as shown below.

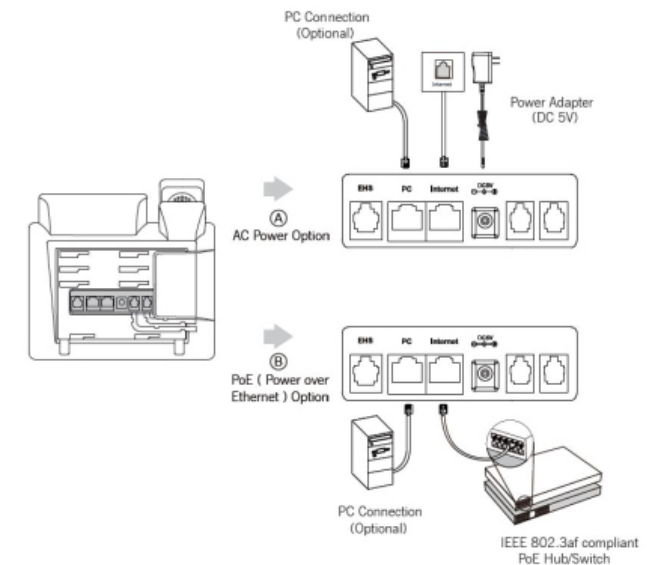


2. Connect your handset and optional headset, as shown below.



**NOTE: Headsets are purchased separately.**

3. Connect your network and power, as shown below.










**NOTE: You have 2 Power Options - AC and PoE. If PoE is provided, you do not need to connect the Power Adapter.**

### To Startup your IP PHONE T48G/S:

After the IP Phone is connected to the network and supplied with power, it automatically begins the initialisation process. After Startup, your IP Phone is ready to use (pre-configured).


## USING YOUR PHONE:

### Navigating the Touch Screen



- > To enter the main menu, tap .
- > To return to the idle screen, tap .
- > To go back to the previous menu, tap .
- > To select a soft key, tap the soft key.
- > To select an item, tap the item.
- > To turn pages, tap  or  on the touch screen.
- > To scroll through values in a pull-down list, press  or .

## HANDSET SETTINGS:



### Add a Contact

- > When the phone is idle, tap  and then tap the desired group on left.
- > Tap **Add** to add a contact.
- > Enter a unique contact name in the **Name** field and contact numbers in the corresponding fields.
- > Tap the **Add** soft key to accept the change.

### Delete a Contact

- > When the phone is idle, tap  and then tap the desired group on left.
- > Tap  after the desired contact, and then tap **Delete**.
- > Tap the **OK** soft key when the touch screen prompts "Delete Selected Items?"

### Volume Adjustment

- > Press  during a call to adjust the receiver volume of handset / speakerphone / headset.
- > Press  when the handset is idle to adjust the ringer volume.

## BASIC CALL FEATURES:

### Placing Calls


#### Using the Handset:

Pickup the handset, enter the number and tap the **Send** soft key.







#### Using the Speakerphone:

With the handset on-hook, press , enter the number and tap the **Send** soft key.

#### Using the Headset:

With the headset connected, press  to activate the headset mode, enter the number and tap the **Send** soft key.

### Placing Calls from Call History

- > When the phone is idle, tap , and then tap the desired call list on left.
- > Tap  or , or press  or  to scroll to the desired page.
- > Tap  after the desired entry, and then tap **Send** to call the entry.

### Answering Calls

**Using the Handset:** Pickup the handset.

**Using the Speakerphone:** Press .

**Using the Headset:** Press .

### Ending Calls

#### Using the Handset:

Hang up the handset and tap the **End Call** soft key.



**Using the Speakerphone:** Press  or tap the **End Call** soft key.

**Using the Headset:** Tap the **End Call** soft key.



### Call Hold

Press  or tap the **Hold** soft key during an active call.




### Call Resume

- > If there is only a call on hold, press  or tap the **Resume** soft key.
- > If there are two calls on hold, tap the call you want to resume, and then press  or tap the **Resume** soft key.


### Call Transfer – Blind Transfer

- > Press  or the **Transfer** soft key during an active call. The call is placed on hold.
- > Enter the number you want to transfer the call to.
- > Press  or tap the **Transfer** soft key.

### Call Transfer – Attended Transfer

- > Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
- > Enter the number you want to transfer the call to, and then press .
- > Press  or tap the **Transfer** soft key when the second party answers.

### Call Forward

- > When the phone is idle, tap  -> **Features** -> **Call Forward**.
- > Select the desired Forward Type:
  - Always Forward** – incoming calls are forwarded unconditionally.
  - Busy Forward** – incoming calls are forwarded when the phone is busy.
  - No Answer Forward** – incoming calls are forwarded when there it is not answered after a period of time.
- > Enter the Phone Number you want to forward to. For **No Answer Forward**, tap the pull-down list of **After Ring Time** field.
- > Tap the **Save** soft key to accept the change.



For more information email us at [enquiries@mindercloud.com.au](mailto:enquiries@mindercloud.com.au)