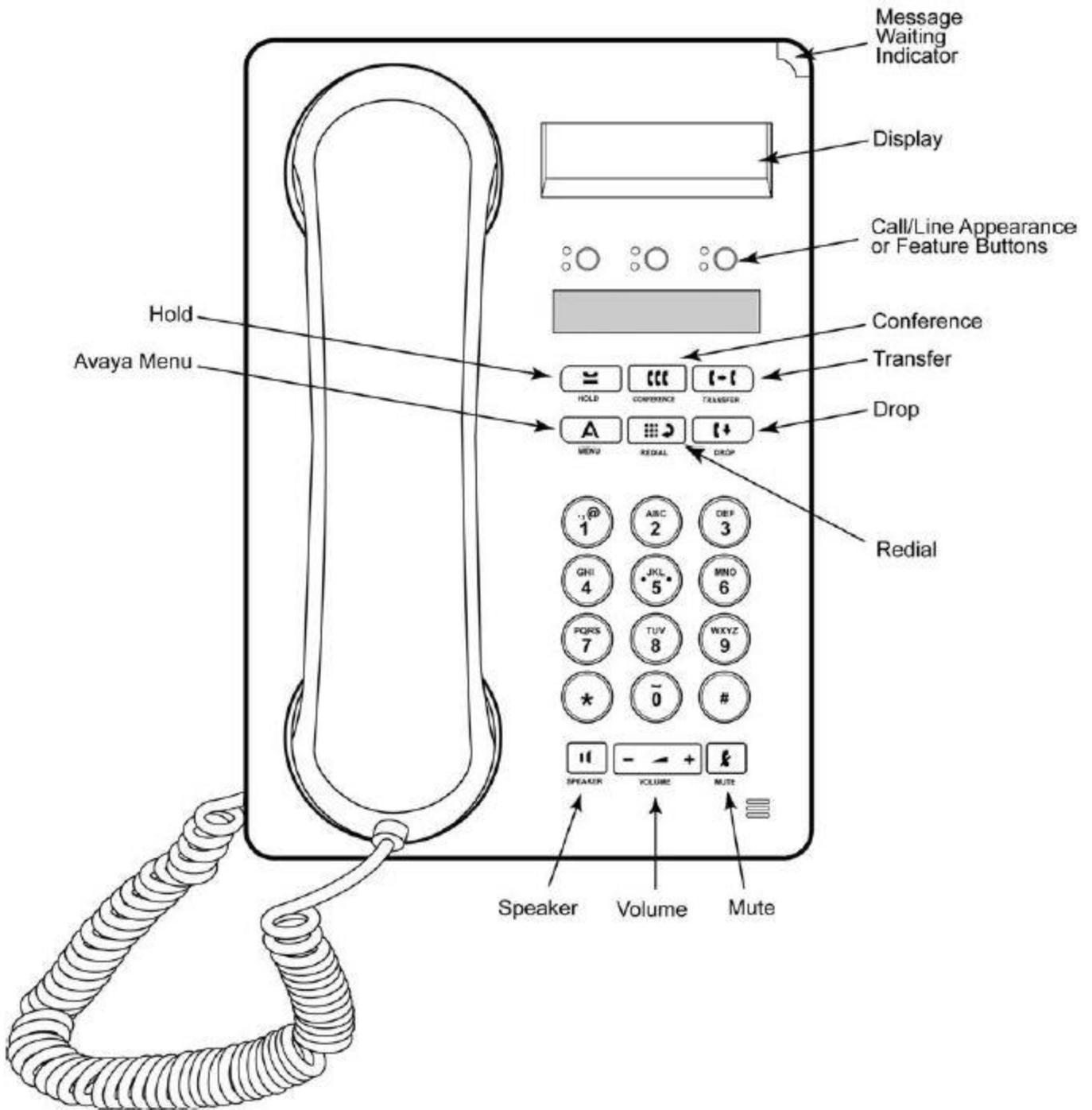


The 1603 IP User's Guide and Quick Reference



The **1603 IP** has three call appearance/feature buttons, a 2.5 inch by 1/2 inch LCD display, and a two-way speakerphone. The phone can also be wall mountable

The **1603 IP** does not support a headset (If you require the use of a Headset, you will need to upgrade to the **1608 IP** or **1616 IP** set)



Line Diagram of the 1603 IP



Hold

Allows user to place a caller on hold.

To Activate:

Press red **Hold** button (call appearance light flashes fast when the call is on hold).

To Cancel:

Press the flashing call appearance button to access the call.

Transfer

Allows user to redirect calls to appropriate extension.

To Use:

1. With first caller on the line, press the **Transfer** button. The call is automatically put on hold.
2. Listen for dial tone. Dial desired number and introduce caller.
3. Press **Transfer** button.

Conference

Allows user to connect with two to five additional parties.

To Use:

1. Establish call with first party (receive or place).
2. Press **Conference** button.
3. Place call to second person.
4. Once the second person answers, press the **Conference** button again.
5. Repeat for each additional party.

Send All Calls (SAC)

Allows calls to go directly to coverage without ringing at the extension.

To Activate:

Press **Send Calls** or **SAC** button (light comes on) or dial *3.

To Cancel:

Press **Send Calls** or **SAC** again (light goes off) or dial #3.

Priority Calling

Allows user to dial an extension without the call following the coverage path.

To Use:

Dial *1 and the extension you wish to reach

Speakerphone

Allows user to have a conversation or access voice mail without picking up the handset.

To Use: Press **Speaker** (hear dial tone). Dial desired number or use automatic dial button. You can also just begin dialing while the handset is on hook.

Call Forward

Allows user to redirect calls to an alternate number on or off campus.

To Activate:

1. Pick up handset and dial *2 or press the **Call-Forward** button if equipped. (Hear dial tone)
2. Dial campus extension or *9 and local number. (Hear confirmation tone - 3 beeps)
3. Calls normally answered at that extension will now ring at the alternate number.

To Cancel:

1. Get dial tone and dial #2 or press the **Call-Forward** button if equipped.
2. Calls will ring at the original extension.

Speed Dial (also known as Automatic Dialing or Auto Dial)

Allows user to dial fewer digits for frequently called numbers.

To Program:

Pick up handset, dial *0.

Press the SD button to be programmed.

Dial number to be stored (include *9 if off campus).

Press button to be programmed again.

Repeat step 1 – 4 for each number.

To Use:

Pick up hand set.

Press desired abbreviated dialing button.

Call Pick-Up

Allows user to answer a ringing phone from another extension.

Extensions must be programmed into the same call pick-up group by Telecom.

To Use:

When you hear a phone ringing, get dial tone and dial #4 or press the call pick-up (**CPU**) button

Redial

Redial allows you to dial the last number dialed

To Use:

Pickup the handset and press the redial button.

Select a Ring Tone

Allows user to choose one of eight personalized ring patterns.

To Change:

1. While on-hook, press the **Menu** button.
2. Press the # to continue
3. Press the # until you find the Sound Options
4. Press the * to select the Sound Option
5. Press the Volume + or – to listen to Ring Options
6. Press the **Menu** button Twice to return, your selection will be saved.



Adjust Screen Brightness & Contrast

Allows user to adjust the phone display to be lighter or darker.

To Change:

1. While on-hook, press the **Menu** button.
2. Press the **#** to continue
3. Press ***** to select the Display Option
4. Adjust the Brightness using the Volume + or –
5. Press **#** to select the Contrast
6. Adjust the Contrast using the Volume + or –
7. Press the **Menu** button Twice to return, your selection will be saved.

Activate/Deactivate Visual Alert

Allows user to turn on Visual Alert, which will flash the Message Waiting Indicator when an incoming call comes in.

To Change:

1. While on-hook, press the **Menu** button.
2. Press the **#** to continue
3. Press ***** to select the Display Option
4. Press **#** until you find the Visual Alert Option
5. Press the Volume + or – to activate/deactivate Option
6. Press the **Menu** button Twice to return, your selection will be saved.

Activate/Deactivate Clicks/Tones

Allows user to control button clicks and error tones.

To Change:

1. While on-hook, press the **Menu** button.
2. Press the **#** to continue
3. Press the **#** until you find the Sound Options
4. Press the ***** to select the Sound Option
5. Press the **#** until you find the Clicks Option
6. Press the Volume + or – to activate/deactivate Option
7. Press the **#** until you find the Tones Option
8. Press the Volume + or – to activate/deactivate Option
9. Press the **Menu** button Twice to return, your selection will be saved.