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 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 handset.
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.