

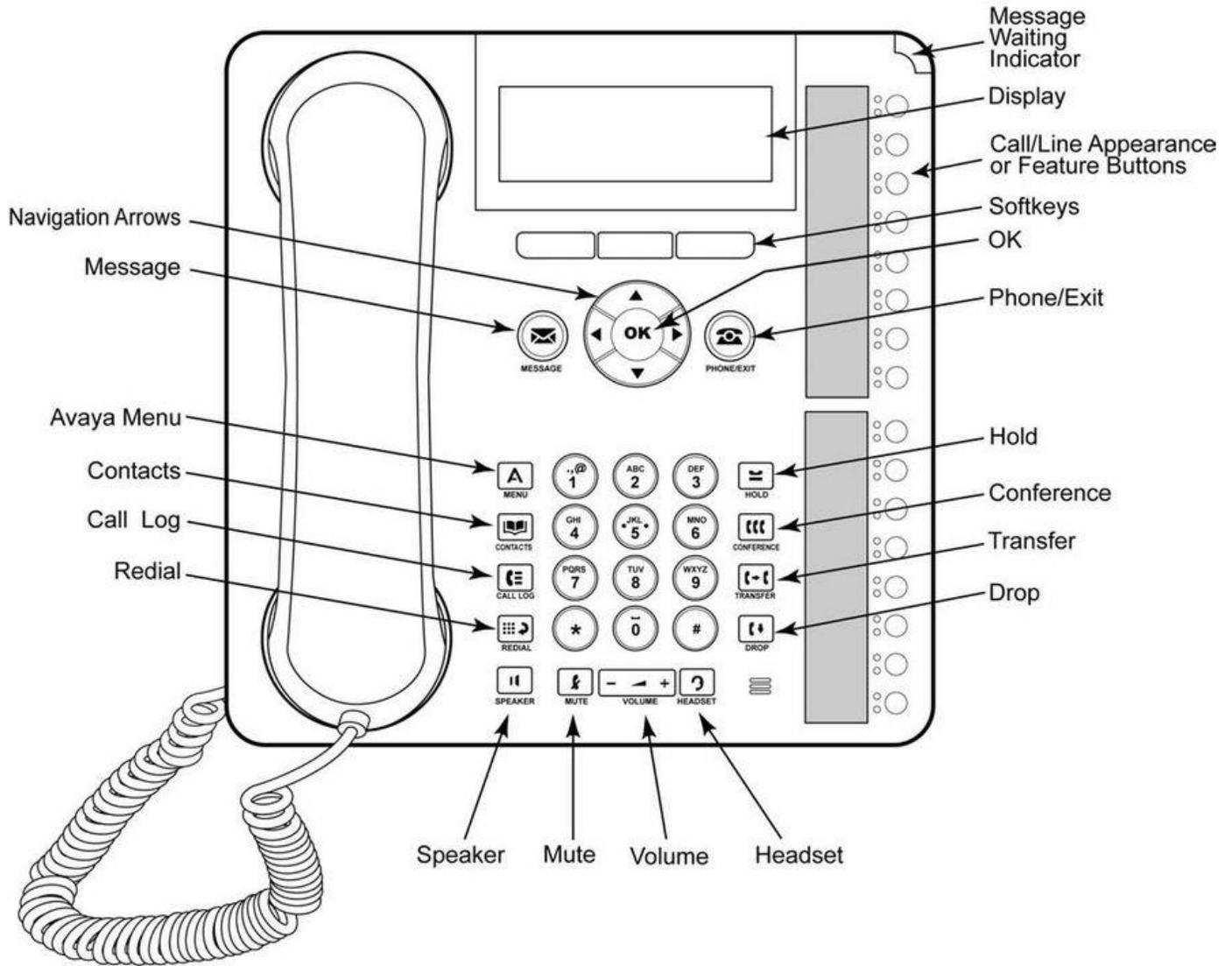
## The 1616 IP User's Guide and Quick Reference



The **1616 IP** has sixteen call appearance/feature buttons, a 3.5 inch by 1.25 inch adjustable LCD display with 3 rows of 24 characters, and a two-way speakerphone. The phone is also wall mountable

The **1616 IP** supports a headset

### Line Diagram of the 1616 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 Speed Dial 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.

### **To Change (From a single list redial, to a multiple list redial):**

1. While on-hook, press the **Menu** button.
2. Select the **Call Settings** Options.
3. Select the **Redial** Option.
4. Use the Arrows Left and Right to turn on or off the feature.
5. Press the **Done** softkey to save your selection.

## Mute

Allows user to place phone in listen only mode.

### **To Activate:**

Press the **Mute** button (The light will come on).

### **To Cancel:**

Press the **Mute** button (The light will go off).

## 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. Select the **Screen/Sounds** Option.
3. Select the **Personal Ringing** Option.
4. Use the Arrows Up and Down to select a ring pattern.
5. Press the **OK** button or **Save** softkey button when you have selected a ring pattern.
6. Press the **Phone/Exit** button to return to the main phone screen.

## Adjust Screen Brightness & Contrast

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

### **To Change Brightness:**

1. While on-hook, press the **Menu** button.
2. Select the **Screen/Sounds** Options.
3. Select the **Brightness** Option.
4. Adjust the Brightness using the Left and Right Arrows.
5. Select the **Done** softkey to save your selection.

### **To Change Contrast:**

1. While on-hook, press the **Menu** button.
2. Select the **Screen/Sounds** Options.
3. Select the **Contrast** Option.
4. Adjust the Brightness using the Left and Right Arrows.
5. Select the **Done** softkey to save your selection.

## Error Tones and Button Clicks

Allows user to choose enable or disable the Error tones and Button clicks on the phone.

### **To Change Button Clicks:**

1. While on-hook, press the **Menu** button.
2. Select the **Screen/Sounds** Options.
3. Select the **Button Clicks** Option.
4. Use the Arrows Left and Right to select if you want to hear the button clicks.
5. Select the **Done** softkey to save your selection.

### **To Change Error Tones:**

1. While on-hook, press the **Menu** button.
2. Select the **Screen/Sounds** Options.
3. Select the **Error Tones** Option.
4. Use the Arrows Left and Right to select if you want to hear the Error Tones.
5. Select the **Done** softkey to save your selection.

## Call Timer

Allows user to automatically have a call timer displayed during an active call.

### **To Change:**

6. While on-hook, press the **Menu** button.
7. Select the **Call Settings** Options.
8. Select the **Call Timer** Option.
9. Use the Arrows Left and Right to turn on or off the feature.
10. Press the **Done** softkey to save your selection.

## Call Log

Allows user to see both inbound and outbound calls

### **To Use:**

1. While on-hook, press the **Call Log** button.
2. Use the Arrows Up and Down to view the calls in the log.
3. Use the Arrows Left and Right to narrow down the call log view (From All, Missed, Answered, Outgoing).
4. Press **Details** softkey to see more information regarding the call (Use the Arrows up and Down to view more details).
5. To Delete an entry, press the **More** softkey than press the **Delete** or **Delete All** softkey.
6. To add entry as a contact, press **Details** softkey than press **+Contacts** softkey (Follow the instructions on Contacts to complete this request).
7. Press **Phone/Exit** button to return to the main phone screen (The Call Log red led will be extinguished when you return to the main phone screen).

\*\* **AT THIS TIME** Using the **CALL** Feature to dial the number in the **Call Log** is not supported and will not work correctly.

## Contacts

Allows contacts to be stored on the phone for quick look up and dialing

### **To Enter Contacts:**

1. While on-hook, press the **Contacts** button.
2. If no contacts have been entered, press **New** softkey. If contacts already exist and there is a need to add contacts press the **More** softkey and then the **New** softkey.
3. Enter the Name of the contact using the dialpad (I.E. to get the letter A press 2, to get the letter C press 2 three times. For symbols press either 1, \* or #. For a Space press 0.) The phone will Auto-Capitalize the First letter of every word. To correct a letter press the **Bksp** softkey. Press the **OK** softkey when the name has been entered.
4. Enter the Number of the contact using the dialpad. (include \*9 if off campus). If a Pause is needed in dialing press the **More** softkey and then press the **Pause** softkey (This will put a 3 Sec Pause when dialing).
5. When finished press the **Save** softkey. If the entry is not needed then press the **More** softkey and then the **Cancel** softkey.
6. Press **Phone/Exit** button to return to the main phone screen.

### **To use a Contact:**

1. While on-hook, press the **Contacts** button.
2. Using the Arrows Up and Down to select the Contact you wish to call.
3. Press the **Call** softkey to dial the number. If more details are needed or the contact needs to be edited press the **Details** softkey, and then press the **Edit** softkey.
4. To take the call off the speaker phone, just pick-up the handset or press the headset button (If the phone is equipped with a headset).