



# **VoIP Phone**

## **User Guide**



### **Aastra VoIP Phone**

**9122i**



**9113i**

## Using Your Phone

The following sections describe the various 9112i phone key functions, and how they help you make and manage your calls and caller information.

### Hard Keys

The following hard keys labeled on your phone are configured for the call handling features:

- Callers 
- Conference *Conf*
- Transfer *Xfer*
- Redial *R*
- Mute 

### Navigation Arrow Keys

The arrow keys located below the display are navigation keys that allow you to scroll through and select various options.



### 1. To Make a External Call

- Just dial your desired Tel Number and press #

### 2. To Make a Internal Call

- Just dial the Internal Extension Number and press #


### 3. To Transfer a Call to another Internal extension or External Number i.e Mobile

- Answer the Call
- Press Xfer button then dial the desired extension number or External Tel No and press #

### 4. To retrieve a call Back while Transferring on No reply

- Press  Cancel Button and Press 

### 5. To Redial the last number

- Press R key and scroll through the list and press  to dial the number



## **6. To Make a Conference call**

- Dial the First Extension / External No and press # once connected press Conf button then Dial the second Extension / External No and press # once the call is connected press the Conf button again to join all three parties.

## **7. Listen to your Voicemail**

- Press VM button to listen to your Voicemail or Dial 199 then press #
- Press 1 for First Message
- Press 7 to Delete Message
- Press 6 for the next Message

## **8. Listen to your Voicemail from Outside**






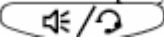


- Dial 0845 034 3999
- Key In your mailbox Number i.e. 720020
- Key in Pin No 1111
- Press 1 for First Message
- Press 7 to Delete Message
- Press 6 for the next Message



## Managing Calls

The 9112i has several features that make it easier to make and manage calls, and to keep track of your caller history, as well as your business and personal contacts. Directory List the Directory List is your personal phone book, conveniently stored within your phone. You can enter up to 200 Name and Number entries into the 9112i Directory by adding them through editing, or by saving the number and name from other lists stored on your phone. Each entry can contain a maximum of 16 letters and numbers.

## Accessing Your Directory

1. Press  Directory displays the number of entries in your list. If the directory list is empty, "Directory Empty/Use Save to add" is displayed.
2. You can access entries by pressing   to scroll through the list.
3. To search for an entry by name, press the dial pad number corresponding to the first letter of the name (for example, press 7 for the letter P). Continue to press the dial pad number to access other letters on the same key (for example, press 7 three times for 'Ron'). If there are multiple entries under the same letter, you can use   to scroll through the list, or continue to press the next letters of the name to find a better match.
4. To dial the displayed number press  or just lift the handset.
5. Press  or  to cancel.




## Saving Numbers and Names to the Directory

You can save a number to your directory during a call, from the Redial list or Callers list, or by entering a new number and name.




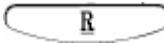


## Saving from the Display

You can save the name and/or number displayed on your screen during a call to the Directory, or to one of your programmable keys.

1. Press  *Save* during the call.
2. Press  *Directory* or a programmable key. If a name is displayed both the number and name are saved in Directory or the programmable key. If no name or "Unknown Name" are displayed you can enter the name using the dial pad.
3. Press  *Save* to finish.



## Saving from Hard keys to the Directory


To save an entry from your Redial list or Callers list:







1. Press the desired hard key  or . From Callers or Redial, scroll through the list to find the name and number that you wish to save to your directory.
2. Press  *Save*.
3. Press  *Directory* If the name is displayed with the number, both are saved to the Directory. If no name is displayed, you can enter name using the dial pad.



## Entering a New Number and Name into the Directory








1. Press  *Save* At the "Save to?" prompt, press  *Directory*.
2. Use the dial pad key to enter the number.

Note: To add a one second pause during number editing press .

3. Press  *Save* At the "Enter Name" prompt, use the dial pad to select the letters. Continue to press the number key to access the next letter for that key (for example, press 2 three times to access C). Press  to move to the next space, or wait a moment and the cursor automatically advances. To insert a space between letters, press . To backspace and erase a mistake, press  or  *Delete*.
4. Press  *Save* to finish.

## Editing in Directory

To edit a listing in your directory:






1. Press  *Directory*.
2. Access the entry you want to edit by pressing the first letter of the name on the dial pad, and   to scroll through the list.
3. To begin editing press . Press  again to erase the numbers or letters to the left or use the dial pad to enter additional digits or characters once you have saved the number. If you don't want to change the number or name just press  *Directory* at any time to exit.
4. Press  *Save* to finish.



## Deleting Items from Directory

There are two ways to delete calls from your directory.

To delete items one by one:

1. Press  *Directory*.
2. Press   to find the item you want to delete.
3. Press  *Delete*, then  *Delete* again at the prompt to erase the item.

If you've read this owner's manual and consulted the troubleshooting section and still have problems, please visit our website at [www.v4voip.co.uk](http://www.v4voip.co.uk) or call free on 740601 for technical assistance.

