

BT Versatility

Communication without
complication



V-IP Featurephone
Quick Reference User Guide



Introduction to your V-IP Featurephone

The V-IP Featurephone provides the same functionality as the BT Versatility Featurephone. It can be connected directly to the BT Versatility system or installed at a remote location and connected to the system via the Internet. When connected remotely, it retains all the functionality and features of an extension directly connected to the system.



Extension Pairing

The V-IP Featurephone can be paired with another extension. For example, a user can have two paired extensions, one in the office and one at home. By entering a 3-digit code in either extension, the office extension can be transferred to the user's home and the home extension transferred to the office. The extension number and all programmed features, including voicemail, are transferred, providing the user with all their normal telephony facilities at home.

Call Quality

When the V-IP Featurephone is installed at a remote location, it uses the Internet to connect to BT Versatility system. The call quality depends on the amount of bandwidth available to the V-IP Featurephone via the Internet connection. If the V-IP Featurephone is sharing the Internet connection with PCs which are browsing or engaged in file transfers, the call quality may vary during this activity.

Installation & Setup

Connecting the V-IP Featurephone

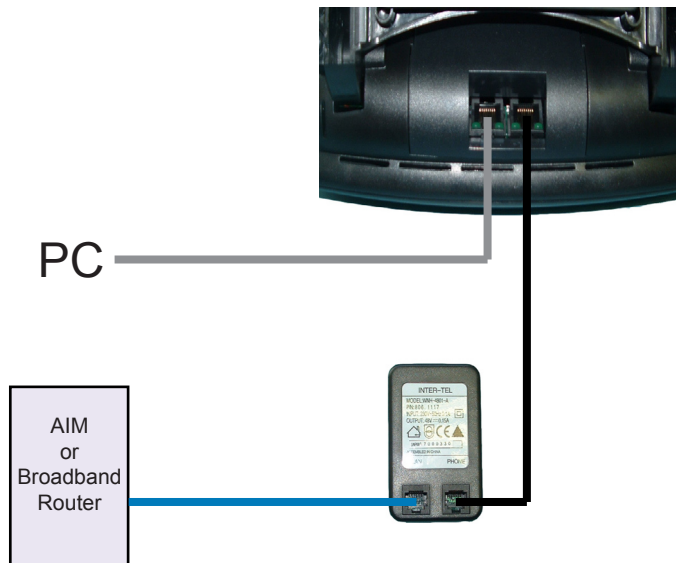
The V-IP Featurephone is supplied with a transformer and two Ethernet cables (black & blue).

Connect the black cable to the LAN/PWR connector on the bottom of the V-IP Featurephone and connect the other end of the cable to the PHONE connector on the Transformer.

Connect the blue cable to the LAN connector on the Transformer and connect the other end of the cable to an Ethernet port on the Broadband Module (V-IP Featurephone connected locally to the BT Versatility) or broadband router (V-IP Featurephone installed at a remote location).

Connect the transformer to a power source.

A PC can be connected to the broadband router via the PC port on the back of the V-IP Featurephone if required.



Installation & Setup

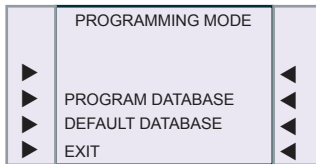
Programming the V-IP Featurephone

Programming the V-IP Featurephone involves entering the REMOTE SYSTEM IP address. This IP address will be provided by the BT Versatility system administrator. All other parameters remain at their default settings and should not be changed.

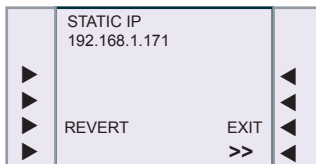
Disconnect the power from the phone by removing the black Ethernet cable from the PHONE connector on the Transformer.

Hold down keypad digits 7 and 8 on the V-IP Featurephone and reconnect the black cable to the Transformer.

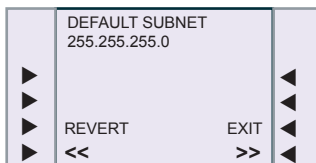
Release keypad digits 7 and 8 when the display on the V-IP Featurephone shows



Select ▶ PROGRAM DATABASE

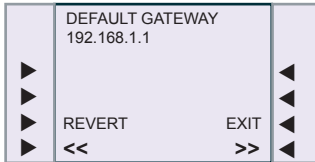


Select >> ◀

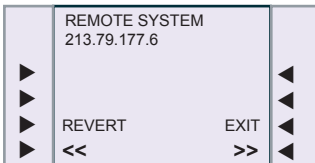


Select >> ◀

Programming the V-IP Featurephone

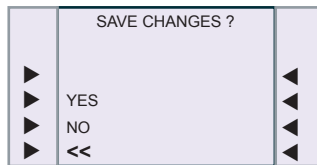


Select >> ◀

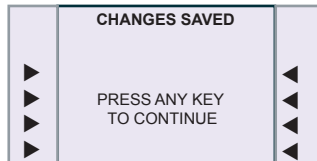


Enter the REMOTE SYSTEM IP address of the BT Versatility using 12 digits. For example, 213 079 177 006. The IP address will be supplied by the BT Versatility system administrator.

Select EXIT ◀



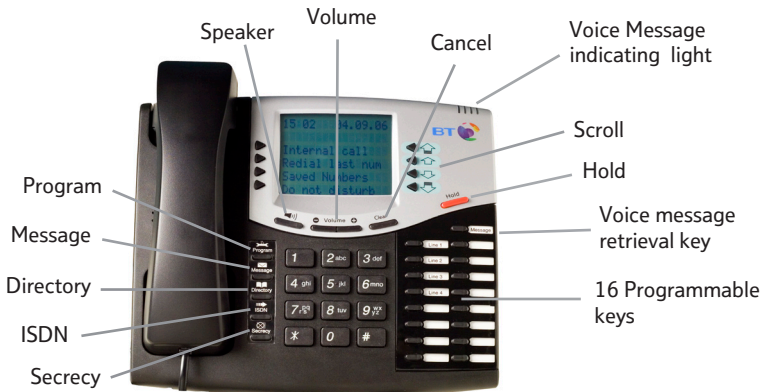
Select ▶ YES



Press any key on the V-IP Featurephone. The programming is now complete, and when the phone resets, the normal call menu will be displayed. This will take a couple of minutes.





Using the V-IP Featurephone

The V-IP Featurephone provides the same functionality as the BT Versatility Featurephone. It has the same menu system with Program, Message, Directory, ISDN, as well as 16 programmable keys. It also has a Voice Message indication light, speaker with volume control. Additionally, it has a Hold and Voice Message button.






This diagram illustrates the VIP-Phone which has 16 programmable keys.

Scrolling through the menu

- Select  to scroll up 4 lines
- Select  to scroll up 1 line
- Select  to scroll down 1 line
- Select  to scroll down 4 lines

Phone Setup

To select a different Ringing Tone or Display Contrast

- Select  Program
- Select  Ringing options and select a different ringing tone
- Select  Contrast Options and select a different level of contrast

Answering and making calls

Answer a call that is ringing on the VIP Phone using the handset

Pick up the handset or

Select ► Answer the call and/or pick up the handset.

Answer a call that is ringing on the VIP Phone using hands-free

Select ► Answer the call .

Make an external call

Pick up the handset

Press the Line Key or Key 9 and Key the number.

Make an internal call

Select ► Internal call

Select ► Ext. no. , or

Key the Extension number (20 - 161), and

Pick up handset, or press Dial.

Transferring calls

Note: The following instructions assume you are on a call.

Transfer a call to an internal number

Select ► Internal transfer

Select ► Ext. no. and when the call is answered

Select ► Transfer .

Transfer an external call to an external number

Select ► External transfer

Select an available Line as indicated by “◇” and then

Key the external number and when the call is answered

Select ► Transfer .

Deflecting calls

Note: The following instructions assume that your Extension is ringing.

Deflect a call to another Extension

Select ► Deflect the call

Select ► Ext. no.

Deflect a call to your voicemail box

Select ► Deflect to voicemail

Diverting calls

Divert all calls

Scroll down

Select ► Divert

Select ► Divert all calls

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming external calls only).

Or press “Divert to voicemail”

Cancel divert all calls

Select ► Cancel divert

Divert calls when your Extension is busy

Scroll down

Select ► Divert

Select ► Divert when busy

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming external calls only).

Or press “Divert to voicemail”

Cancel divert a call on busy

Scroll down

Select ► Divert

Select ► Divert when busy and the diversion is cancelled.

Divert calls when your Extension does not answer (after four rings)

Scroll down

Select ► Divert

Select ► Divert on no answer

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming

external calls only).

Or press “Divert to voicemail”

Cancel divert a call on no answer

Scroll down

Select ► Divert

Select ► Divert on no answer and the diversion is cancelled.

Diverting Group calls

Divert all calls

Scroll down

Select ► Group Divert

Select the group which is to be diverted

Select ► Divert all calls

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming external calls only).

Or press “Divert to voicemail”

Cancel divert all calls

Select ► Cancel Group Divert

Select the group

Divert calls when your group is busy

Scroll down

Select ► Group Divert

Select the group which is to be diverted

Select ► Divert when busy

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming external calls only).

Or press “Divert to voicemail”

Cancel group divert on busy

Scroll down

Select ► Group Divert

Select the group

Select ► Divert when busy and the diversion is cancelled.

Divert calls when your group does not answer (after four rings)

Scroll down

Select ► Group Divert

Select the group which is to be diverted

Select ► Divert on no answer

Select the required extension from the display or key the Extension number, or

Key 9 and the target external number, (for incoming external calls only).

Or press “Divert to voicemail”

Cancel group divert on no answer

Scroll down

Select ► Group Divert

Select the group

Select ► Divert on no answer and the diversion is cancelled.

Voicemail

Note: Voicemail services require the Voicemail Module to be installed.

Enter a personal greeting

Press , and

Select ► Voice messaging

Enter your Extension number or select Extension from the menu

Then enter your Voice Mailbox Password (default 1111) followed by #.

Select ► Greetings

Follow the text and voice prompts to enter and check your greeting.

Turn on your voicemail

Divert on ‘no answer’ to the Voicemail is automatically set when a voice mailbox is allocated to your extension.

You may also select the other Divert options as required.

Scroll down

Select ► Divert

Select ► Divert when busy or


Select ► Divert all calls

Select “Divert to voicemail”

Retrieve messages from your voice mailbox


- Select ► New voice messages
- Enter your Extension number. You will be prompted to
- Enter your Voice Mailbox Password, followed by #.
- Select ► Play

Change your Voice Mailbox Password

- Press , then
- Select ► Voice messaging and enter your Extension number.
- Enter your existing password, (default is 1111), followed by #.
- Scroll down
- Select ► Change password and
- Enter your new password (up to 8 digits long - e.g. 12341234).
- Select ► Confirm

Personal speed dials

Programme your personal speed dial list – numbers and names

- Press , then
- Select ► Personal Entries
- Select the location you want to program, and
- Enter the number
- Select ► Confirm .
- When prompted to enter a name.
- Press 2 once for A, twice for B, three times for C;
- press 3 once for D, twice for E, three times for F; and so on.
- Wait two seconds for the screen cursor to move on before
- entering the next letter. A maximum of ten characters per name
- (including spaces) is allowed. On completion of the name

Select ► Confirm

Press  to finish programming.

Dial a number from your personal speed dial list

Press  Directory, then

Select ► Personal speed dial

Select the desired location and the number will be dialled.

System speed dials

Any extension can programme the 500 system speed dial numbers once the system password is entered by them.

Programme system speed dial list – numbers and names

Press  Program, then

Scroll down

Select ► System Entries and then

Enter the system password

Select the location you want to program, and

Enter the number, and then

Select ► Confirm .

When prompted to enter a name.

Press 2 once for A, twice for B, three times for C;

press 3 once for D, twice for E, three times for F; and so on.

Wait two seconds for the screen cursor to move on before entering the next letter. A maximum of ten characters per name

(including spaces) is allowed. On completion of the name

Select ► Confirm . Then select the outgoing line group

Press  to finish programming.

Dial a number in the system speed dial list

Press  Directory, then

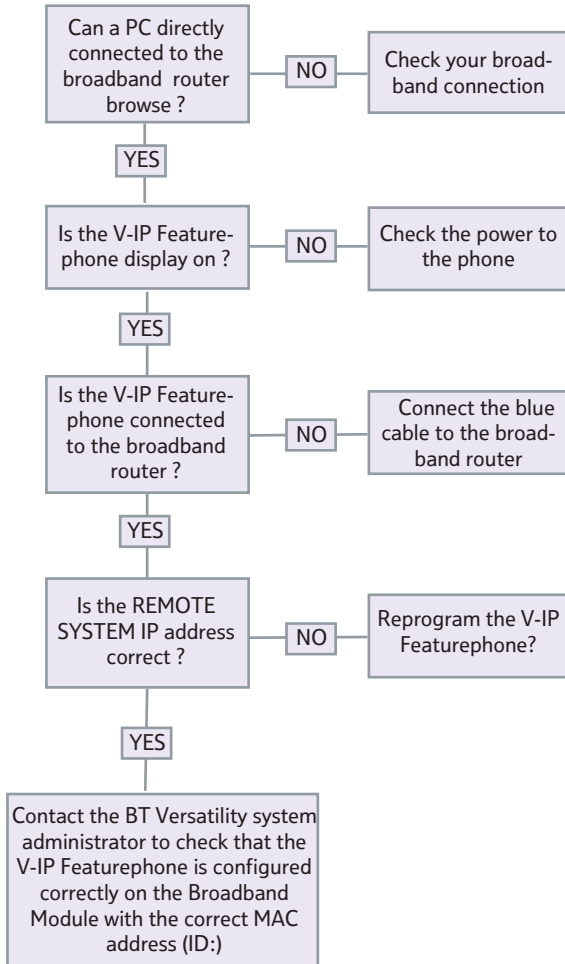
Select ► System speed dial and then

Enter the first letter of the name

Select the entry and the number is dialled.

Troubleshooting the V-IP Featurephone

In the event that the V-IP Featurephone does not work, carry out the following checks.





Offices Worldwide

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