


Declaration of conformity for the European Community



The CE logo shown on the products indicates that they are compliant with the basic requirements of all the applicable directives.  
You can download the declaration of conformity from the following address:  
[www.swissvoice.net](http://www.swissvoice.net)

Environment

 This symbol means that your inoperative electronic appliance must be collected separately and not mixed with the household waste. The European Union has implemented a specific collection and recycling system for which producers' are responsible.

This appliance has been designed and manufactured with high quality materials and components that can be recycled and reused.

Electrical and electronic appliances are liable to contain parts that are necessary in order for the system to work properly but which can become a health and environmental hazard if they are not handled or disposed of in the proper way. Consequently, please do not throw out your inoperative appliance with the household waste. If you are the owner of the appliance, you must deposit it at the appropriate local collection point or leave it with the vendor when buying a new appliance.

- (a)- If you are a professional user, please follow your supplier's instructions.
- (b)- If the appliance is rented to you or left in your care, please contact your service provider.

Please help us protect the environment in which we live!

Customer Care

For quick assistance, please refer to the user guide. Our Swissvoice reseller will be happy to help with any further questions related to your Swissvoice terminal.

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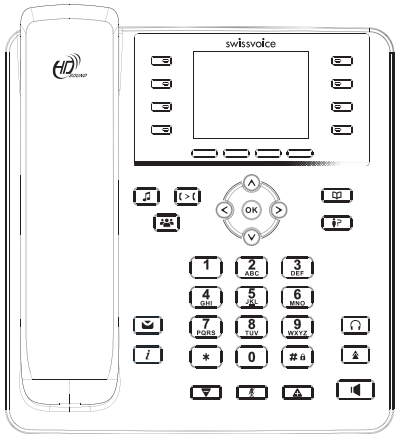
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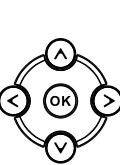
Model : CP2503/CP2503G  
A/W No.: 10001872 Rev.0 (EN)  
Printed in China

swissvoice

CP2503/CP2503G  
QUICK START GUIDE



Messages waiting indicator



Line/multifunction keys

Up navigation key  
Shortcut to call log

Down navigation key  
Shortcut to Status

Left and right navigation keys

OK key  
Access to Main menu

Soft keys

Hold / Resume key

Transfer

Conference

Phonebook

Access to Call logs

Access to voicemail

Status key

Headset key


















In idle mode: ringer off  
In communication mode: mute/unmute a call

Access to redial list


Activate/deactivate hands free




Display icon description

	In handsfree mode		New VM Messages
	In headset mode		Call Forward activated
	In handset mode		Do not disturb activated
	Mute activated		Missed call(s)
	Ringer off		Received call
	Call is on hold		Dialed call
	Auto answer activated		HD audio call
	Internet is disconnected (flashing)		Encrypted voice call
	Keypad locked		



## Phone web interface

1. Press  to check phone IP address or **Menu > 1 Status > 2 IP**.
2. Open a web browser on your computer. Enter http:// and the IP address in the address bar and validate.
3. Default login and password are « admin/admin » for administrator.
4. Minimum config is sip account. Check administrator guide or details.



## Language setting

- Press **Menu** soft key > **3 Settings > 1 Basic Settings > 7 Language**.
- Select the desired language and press .



## Making a call


- **Pre-dialling** : enter the phone number and pick up the handset.
- **Direct dialling** : lift the handset and enter the phone number.
- **Handsfree** : enter phone number and press  or vice versa.
- **Headset** : enter phone number and press  or vice versa.

## Accepting a call


- **With the handset** : pick up the handset.
- **With a headset** : press .
- **With the handsfree** : press .

## Putting a call on hold

- Press  or **Hold** softkey. To retrieve the call press again  or **Resume** soft key.





**Note** : with more than one active call, select desired call with the navigator keys  and use the corresponding hard or soft key to hold or resume.

## 3-party conference



1. Once in line with 1st caller, press  or **Conf** soft key, 1st caller is put on hold.
2. Then call the 2<sup>nd</sup> number.
3. After, 2nd call is established, press  or **Conf** soft key to set up the conference.

## Call transfer


### Attended transfer :

1. Press  >  or **Transfer** soft key during the active conversation, the call is put on hold.
2. Dial the second telephone number.
3. When the call is answered, press  >  or **Transfer** soft key to complete the operation.

### Blind transfer :

1. Press **Transfer** soft key during the active conversation, the call will be on hold.
2. Then enter the 2nd telephone number and press again  >  or **Transfer** soft key.





## Keypad lock

- Long press **#**  key to lock keypad.
- To unlock, enter lock password (123 by default).

## Call forward


1. Press **Menu > 2 Features > 1 Call Forward**.
2. Select the line, the type of forward, enter the destination number and status and **Save**.



## Call list

1. Press , or up navigation key, or **Menu > 6 Call Logs > 1 Local Call Logs**.
2. Scroll through the list using .
3. To dial an entry, press **Dial** soft key or pickup handset or press  or .


## Phonebook

### Access phonebook :


1. Press  or **Dir** soft key.
2. Select **Contacts** or other phonebook.

To dial an entry, press **Dial** soft key or pickup handset or press  or .

### Add new entry :

1. Press  or **Dir** soft key > **1 Contacts** > Press **Add**.
2. Enter name and number and press **Save** soft key.

## Speed dial

To add a speed dial entry (1-9, 0): press  or **Dir** > **6 Speed dial**. Select key and **Edit** name, number and account and press **Save**.

To dial out: press the digit (1 to 9 or 0); speed dial name will be offered. Press **Dial** or continue normal dialing.

## Programmable keys

### Program DSS keys :

1. You can use the phone web interface to configure the keys at both sides of the display, or
2. You can press any or these keys which is still blank, select a function, value and key name and press **Save**, or
3. You can go to **Menu > 3 Settings > 1 Basic Settings > 1 Keyboard > 1 DSS Key settings**. Select the key, function and value if needed and press **Save**.

### Program other keys :

1. You can also configure shortcuts for the navigation keys, and which softkeys will be displayed in idle mode.
2. To do so, go to **Menu > 3 Settings > 1 Basic Settings > 1 Keyboard**, select among the possible configurable items, and select your desired value and press **Save**.


## Redial

1. Press , select the desired call and press **Dial** soft key or pickup handset or press  or .

## Do not disturb

1. Press **DND** softkey, or **Menu > 2 Features > 5 DND**.
2. Select the line and status, and press **Save** soft key.

## Voice mail

1. To access your voice mailbox, press , number of messages will be indicated if provided by your server or pbx.
2. Select the line and press **Dial** to call.