

IP PHONE 230/230G QUICK REFERENCE

PHONE OPERATION

Place Calls

Use the Handset/Speakerphone/



Headset Use the Directory


Make a Conference Call

Use the Intercom

Redial and Check Missed Calls


Lift handset or press

 or  + ext. or 9+ external number

Directory +  to select + **Dial**

Conference + ext. + **Confrn** or **Const**

Inercom + ext. + **Intcom**

Redial +  to select + **Dial**

AnswerCalls

Answer a Call

Send a Call to Voice Mail

Divert a Call

Select a Ring Tone

Adjust Handset, Headset, or


Speakerphone Volume

Answer Call Waiting

lift handset or **Answer** or  or 

ToVM

Transfer + ext. + **Transf**

Options + password + **#** +  to select

 to select

select appropriate call appearance button

VOICEMAIL

Log Into the Main Menu

Voice Mail + password + **#**

Log In from Another Extension

+ ext. + password + **#**

Note: For more information about voice mail features, please consult the Voice Mail Quick Reference.

CUSTOMIZE YOUR PHONE

Change Availability and Forwarding

Voice Mail + password + **#** + **7 2**

Change Extension Assignment

Voice Mail + password + **#** + **7 3 1**

Unassign Extension Assignment

Voice Mail + password + **#** + **7 3 2**

Assign Extension to External Number

Voice Mail + password + **#** + **7 3 3**

Interact with Calls

Mute a Call



Place a Call on Hold

Hold or press call appearance button

Transfer a Call

Transfer + ext./9+number+ **Transf** or **Const**

Merge Calls

Merge


Park Calls

Answer + **Park** + ext.

Unpark Calls

lift handset or  + **UnPark** + ext. + **UnPark**

Change Availability State

State +  to select + **OK**

Adjust the Display Contrast

press and hold  +  to select

NOTES:

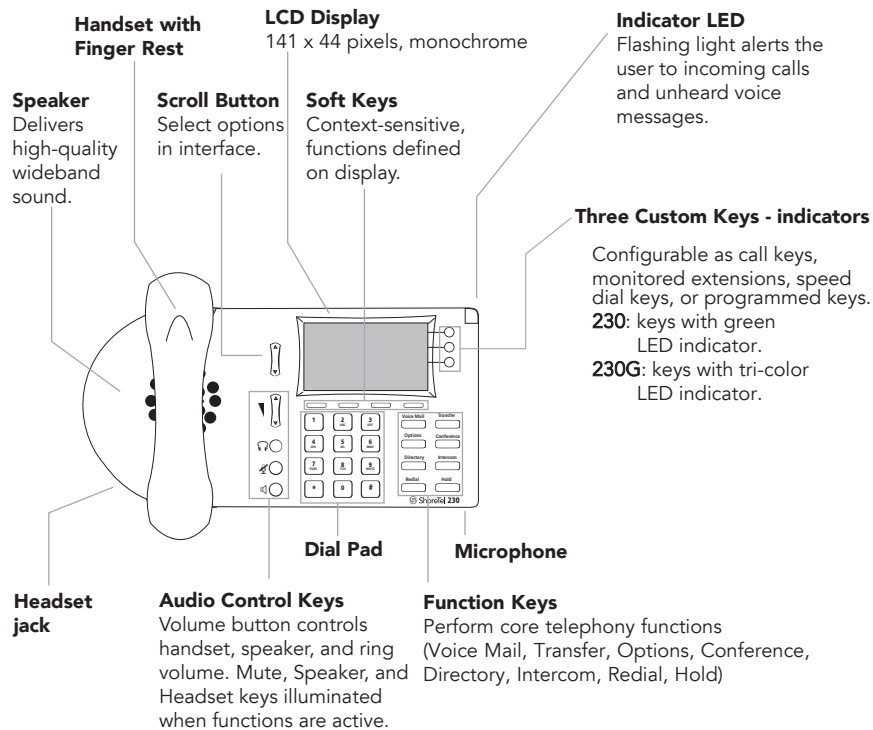
TECHNICAL SUPPORT
call: 503-968-8908, option #2
email: helpdesk@sterling.net

TRAINING
email: training@sterling.net



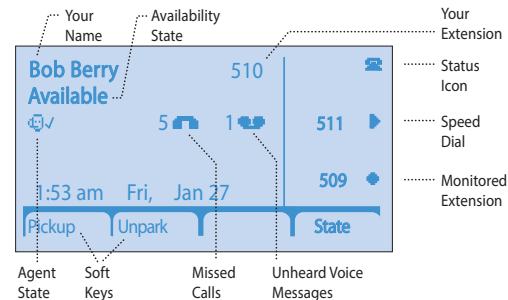
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GUIDE TO ICONS

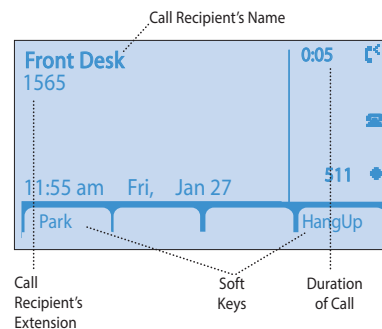


Note: You can connect a supported headset into the 230/230g IP Phone by plugging the headset into the headset jack at the left corner of the phone chassis. Contact your system administrator for details.

IP230/230G Idle Interface



IP230/230G Outbound Call



Main Display

- Unheard Voice Messages
- Missed Calls
- Logged Into Workgroup
- Logged Into Workgroup, In Wrap-Up
- Logged Out of Workgroup

Custom Keys - Call

- On Hook
- Off Hook
- Inactive / Do Not Disturb
- Incoming Call (Animated)
- On a Call
- On a Conference Call
- On Hold / Parked Remote
- Hold

Custom Keys - Speed Dial

- Speed Dial Extension

GUIDE TO LEDS

Your 230/2300g IP phone provides color cues to help you determine call appearance status:

230 IP Phone Operational signals

- Steady Green - in use by you
- Blinking Green - (Fast) on hold or call parked
- Blinking Green - (Slow) incoming call

230g IP Phone Operational signals

- Steady Green - in use by you
- Blinking Green - (Slow blink: 1s on/1s off) incoming call
- Blinking Orange - (Fast blink: .25s on/.25s off) on hold or call parked
- Steady Orange - extension's availability state set to Do Not Disturb

