# Operating Manual

## IP200

innovaphone

PURE IP - TELEPHONY

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## Declaration of conformity

innovaphone AG declares that the telephone IP200 meets all basic requirements of the 1999/5/EC European guideline.

The original declaration of conformity is available in the download area of the innovaphone Web site at www.innovaphone.com.

# 1. About this manual

This manual describes how to operate the innovaphone telephone IP200.

If you require information on configuration and connection of the IP200, please refer to the innovaphone Wiki at wiki.innovaphone.com.

Please check for new versions in the download area on our website at www.innovaphone.com.

Always comply with the safety instructions!

## 1.1. Overview of the chapters

This manual provides comprehensive information on the telephone IP200. Besides the general basic principles of the telephone, it also provides the entire operating instructions, including instructions for the administrator.

These instructions supplement the brief guide supplied with the telephone. This telephone-specific brief guide is also available on the innovaphone Web page as a printable PDF.
The easiest way to configure the telephones, particularly the function keys, is via the telephone's Web interface. You can read more on this in the administration manual for the innovaphone terminals.

Always comply with the safety instructions!

## 1.2. Operating instructions

This manual describes how to operate and administer the telephone IP200. For information on which keys to use to operate your innovaphone IP telephone, see the overview below.

| Description | Explanation | Key |
|---|---|---|
| Menu key | The Menu key is used to open the main menu or save changed form contents in the idle state. During a connection, it is used to initiate conferences. | |
| Confirmation key | Enter key for confirming a selection or entry. | |
| Volume | Keys for volume control. The volume can only be adjusted during a connection. | |
| Clearing key | The Clearing key is used to terminate a connection. In the menu, pressing the Clearing key takes you back a level. In entry mode, the Clearing key deletes the character to the left. | |
| Delete key | Deletes the character to the left. | |
| Consultation key | The Consultation key enables use of the "Hold" and "Hold and retrieve" functions. In the idle state, the Consultation key is used to call up the list of missed calls. | |
| Back key | Takes you back in the menu without applying the setting (in the idle state). During a connection, the key is used to terminate a call. | |
| Redial key | The Redial key is used to access the list of phone numbers last dialled. In the menu, the Redial key confirms the current selection. | |
| Loudspeaker key | The Loudspeaker key is used to switch on/off the hands-free system. In addition, you can use this key to accept an incoming call or end an existing call without using the handset | |
| Function keys | Function keys next to the keypad, which are used to perform assigned functions such as abbreviated dialling, calls, call hold and muting, for example. | |

| | | |
|---|---|---|
| Mute key | During a call, a long press switches the microphone off or on. In the idle state, the call signal is switched off. | |
| Arrow keys | For navigation in the menu. | |

# 2. Call functions

## 2.1. Setting up two connections

The possibilities for setting up two connections are as follows:

1. With a call on hold, you can make a call to another subscriber.
2. Someone tries to call you whilst you are on the phone. You can accept a waiting call.

### 2.1.1 Administering a waiting call

Someone tries to call you whilst you are on the phone. The waiting call is not accepted automatically. You can accept a waiting call using the ↓ ↑ keys or the key sequence R and “2”.

### 2.1.2 Dialling a new number

Whilst connected with an active call partner, you can set up a new connection by calling another subscriber. You have the possibility to transfer an active call or initiate a conference.

| Key | Effect |
|---|---|
| R | 1. Press the Consultation key R during a call. The active call partner is put on hold and you can hear a dial tone. The active connection appears against a dark background on your display.<br>2. A connection is set up to the call number dialled. If the subscriber answers, you can make a consultation before the transfer.<br>Tip:<br>The connection set up is deleted again if you press the R key and 1 once more before the consultation connection is set up.<br>3. Replace the handset or, if you are in hands-free mode, press the Loudspeaker key. The caller will be connected.<br>4. If, after the consultation, you do not want to transfer the call there after all, you can end this active connection by pressing the Clearing key. You are then connected with the call that was previously on hold.<br>You can use the Menu function key to set up a conference (see chapter 2.2.). |

| Key | Effect |
|---|---|
| | During an active call, press the key to initiate a second call. As soon as the phone rings or there is a call-waiting indication at the selected destination, the call is automatically transferred. You have the possibility to set up a conference.<br><br>Tip:<br>When transferring a call, you do not have to wait until the subscriber answers. After dialling the phone number, you can hang up immediately (without consultation). |

## 2.2. Three-party conference

You can set up a conference between yourself and two other connections. Set up two connections (see chapter 2.1.). Once two connections have been set up, a conference can be initiated.

- Press the Menu key .
- By pressing the Menu key again, you can end the conference. The call put on hold before initiating the conference is now on hold again.
- To terminate the active connection, you must press the Clearing key . The connection to the active conversation partner is terminated. The call on hold now becomes the active call.

> Note:
> If you replace the handset during the conference, the two conversation partners remain connected together.

## 2.3. Hold and retrieve

You can switch between two connections using the hold and retrieve function.

1. Set up an active connection and a connection on hold (see chapter 2.1.).
2. Press the Consultation key during a call with an active connection and a connection on hold. The active connection is put on hold and the connection on hold is activated.
3. To terminate the active connection, you must press the Clearing key . The connection to the active conversation partner is terminated. The call on hold automatically becomes the active call.

> Note:
> The hold and retrieve function described in this chapter relates only to two connections. The way you administer several connections is described in more detail in chapter 2.9.1.

## 2.4. Return call

If no-one answers the call at the opposite terminal or you can hear the busy tone, an automatic return call or automatic redialling can be initiated.

### 2.4.1 Return call if engaged

If the opposite party is engaged, an automatic return call can be initiated. As soon as the called party has ended the call, the IP telephone signals that the line is free again. As soon as you pick up the handset, the call is initiated and the opposite telephone rings.

> Note:
> The telephone network of the call partner must support this feature.

1. Press the Menu key if you hear the busy tone.
2. Press the function key beside the Return call line on the display and hang up to activate the automatic return call. Wait for the return call signal.
3. When the return call is signalled on your IP telephone:

- Pick up the handset or press the Loudspeaker key to initiate the return call. The call with the opposite terminal is set up.
- Alternatively, press the Clearing key to reject the return call. The call is not set up and is deleted from the list of active return calls.

### 2.4.2 Return call if no response

If the called party does not accept your call, an automatic return call can be initiated. As soon as the called party has used the telephone, the IP telephone rings to indicate that the subscriber is now available. As soon as you pick up your telephone's handset, the call is initiated and the opposite telephone rings.

1. Press the Menu key if you hear the distant dial tone.
2. Resume the procedure as described in chapter 2.4.1.

> Note:
> The telephone network of the call partner must support this feature.

### 2.4.3 Automatic redialling

If no-one answers the call at the opposite terminal or you can hear the busy tone, automatic redialling can be initiated.

If another call is made at the called terminal, your IP telephone rings to indicate the possibility of a return call.

1. Press the Menu key if you hear the distant dial tone or busy tone.
2. Press the function key beside the Redialling line on the display and hang up. Automatic redialling is activated.
3. The IP telephone tries to connect to the opposite terminal at intervals of roughly 30 seconds. As soon as the opposite terminal is reached through automatic redialling, the signal tone of the outgoing call can be heard. Redialling is restricted to 20 minutes.

Tip:
If you wish to terminate the redialling procedure earlier, press the following keys in the order given:
- Menu key
- Function key beside “Call Lists”
- Function key beside “Active Recalls”
- Function key beside the entry
- Function key beside “Delete”
  The call is deleted from the list of active return calls.

## 2.5. Announcement function

> Note:
> This function can only be used after it has been assigned to a function key (see chapter 2.11.).

With the Announcement function, you can address the other subscriber directly without the subscriber having to pick up the handset. The telephone of the opposite party automatically switches to hands-free mode. The microphone is not activated, so that only an announcement on one side is possible.

> Tip:
> The administrator can activate the microphone for return responses if necessary.

A short tone announces you to the opposite party, and you can then be heard over the loudspeaker.

> Tip:
> The administrator can block the Announcement function.

If the telephone of the opposite party is engaged, the call goes into hold mode whilst the Announcement function is active. After the announcement, the call on hold is automatically set up again. The call on hold of the opposite party becomes the active call again.

> Note:
> In order to use the Announcement function, you must have been granted administrator rights. Another prerequisite is that the opposite party is also using an innovaphone IP telephone.

## 2.6. Partner function

> Note:
> This function can only be used after it has been assigned to a function key (see chapter 2.11.).

The Partner function offers three possibilities:

| | |
|---|---|
| Partner status “Engaged” | If your partner is connected, you can take a look at their connections. |
| Partner status “Ringing” | If there is a call to the telephone of the configured partner, this call is signalled on your telephone. The symbol and the call number of the caller appear next to the name of the partner.<br><br>The call can be picked up by pressing the adjacent function key . |
| Partner status “Free” | The key can be used like an abbreviated dialling key if the line of the set-up partner is free. The partner is called by pressing the key. |

## 2.7. Pickup List function

> Note:
> This function can only be used after it has been assigned to a function key (see chapter 2.11.).

The Pickup List function is used to display all telephones of the group that are currently ringing and the number of the first caller. This function allows a call of a partner telephone to be accepted through a diversion.

1. If there is only one call that needs answering, it can be picked up by pressing the function key beside the Pickup List entry.
2. If several calls need answering, all of these calls can be displayed in a menu by pressing the Pickup List key. To select a call from the list for answering, proceed as follows:

- Open the Pickup List menu by pressing the function key beside the Pickup List entry.
- Select the desired entry in the list with the arrow keys or .
- Press the arrow key or the function key beside the entry and the selected call is picked up.

## 2.8. Park

> Note:
> This function can only be used after it has been assigned to a function key (see chapter 2.11.).

You can use this function to park calls and retrieve them again. The parked calls are linked to an existing object of the same group. The object can be a telephone, the exchange line or the queue, for example.

- You can park a call onto your own IP telephone or take a call parked on your telephone.
- Furthermore, you can park a call onto an external object (not your own telephone) or take the parked call from an external object.

## 2.9. Operation with more than two calls

Your IP telephones have functions that make them ideal for use as a small exchange. You are able to have more than two calls on hold at the same time. The maximum number of calls that may be operated can be flexibly configured. Consult your innovaphone PBX administrator about your settings.

### 2.9.1 Administering the wait list

The wait list can be operated in two modes.

### Operating mode 1

To access this operating mode, press the ⓘ key.

In this operating mode, two calls from the wait list are displayed.

***Figure 1: Operating mode 1***

This operating mode allows you to administer the **active** call and the **waiting** calls.

The following options for operation are available:

| Key | Effect |
|---|---|
| ↑ | By repeated pressing of the ↑ key, you can switch between the **active** call and the **selected waiting** call. |
| R ◉ | If more than three calls are entered in your wait list, you can use this key sequence (press in succession) to substitute the **selected waiting call** from the **remaining waiting** calls as desired. |

## Operating mode 2

To access this mode, press the ↓ key.

This operating mode allows you to administer the **active** call and the **selected waiting call**.

In this operating mode, one call from the wait list is displayed.

***Figure 2: Operating mode 2***

> Note:
> The call previously on hold from operating mode 1 ↑ now becomes the active call in operating mode 2 ↓. The defined active call from operating mode 1 ↑ now becomes the selected waiting call in operating mode 2 ↓ (see fig. 3).

***Figure 3: Comparison of the modes***

The following options for operation are available:

| Key | Effect |
|---|---|
| ↓ | By repeated pressing of the ↓ key, you can switch between the active call and the selected waiting call (see fig. 2). The selected waiting call becomes the active call and the call previously active becomes the new selected waiting call. |
| R ◉ | If more than three calls are entered in your wait list, you can use this key sequence (press in succession) to substitute the selected waiting call from the remaining waiting calls. |

### 2.9.2 Dialling a new number

Whilst connected with an active call partner, you can set up a new connection by calling another subscriber.

| Key | Effect |
|---|---|
| R | Press the R key during an active call. The call is put on hold. You will hear a dial tone. Dial the call number. A further connection is set up.<br><br>You can use the Menu function key → to set up a conference (see chapter 2.9.5). |
| ◉ | During an active call, press the ◉ key to initiate a second call. As soon as the phone rings or there is a call-waiting indication at the selected destination, the call is automatically transferred. You have the possibility to set up a conference. |

### 2.9.3 Administering a waiting call

Someone tries to call you whilst you are on the phone.

The number of calls being administered is configured in administration. As long as the configured limit is not yet reached, incoming calls are announced with a call-waiting signal.

The waiting call is not accepted automatically.

> Note:
> Once the configurable limit has been reached, further calls are rejected with a busy signal.
> The waiting calls and the "selected" call in the queue become clear on the display.

You can accept a waiting call using the ↓ ↑ keys or the key sequence R and “2”.

> Note:
> The way you administer the wait list is described in chapter 2.9.1.

### 2.9.4 Terminate

Pressing the Clearing key ends the call with the conversation partner highlighted on the display (active). If, on the other hand, you want to end a call with another conversation partner from a mode, select the conversation partner whose connection you want to terminate using the arrow keys ↑ ↓ or the key sequence R and (see chapter 2.9.1), and then press the Clearing key .

After a terminate action, any further calls that exist in your wait list are administered as described. The way they are administered is governed by the mode used.

| | |
|---|---|
| Mode 1 | If the active call is terminated, you are subsequently automatically **connected with the call on hold**. The call on hold becomes the new active call. |
| Mode 2 | When you have ended the active call in this mode by pressing the Clearing key , the **connection on hold will call you**. How the incoming call can be administered is described in more detail in chapter 2.9.5. |

### 2.9.5 Connect calls together

From an existing wait list, you can initiate a three-party conference or connect calls together.

| | |
|---|---|
| Connect new call initiated | see chapter 2.9.2 |
| Set up conference from the wait list | To set up a three-party conference, go into **mode 1** and press the Menu key.<br><br>You can set up a conference between the **active** call and the call **on hold**. To end the conference, you have two options available:<br><br>**Leave conference**: If you want to leave the conference without interrupting the connection between the two existing calls, replace the handset or press the Loudspeaker key or Space key.<br><br>**End conference**: If you want to end the conference, press the keys or the Clearing key. The calls then return to their old position. |
| Connect calls together | You can connect the **active** call with the **call on hold** by replacing the handset, pressing the Loudspeaker key or the Space key. |

If you are not involved in a conference and have connected calls together, your telephone goes into the idle state if no further calls exist in the queue. If, on the other hand, further calls exist in your wait list, the **selected call will call you** once you have replaced the handset. Your telephone rings and the selected call is displayed as the incoming call. You can administer the incoming call as follows:

| | |
|---|---|
| Take selected call | When you pick up the handset, you are connected with the incoming selected call. The selected call becomes the active call, and the other waiting calls are administered as such in the wait list on the display. |
| Connect selected call | After taking the call, you can connect the incoming selected call with the **following waiting call** by replacing the handset. If you have a further call waiting in the queue, it will call you after the connection has been initiated. |
| Reject selected call | By pressing the Clearing key, you can terminate the connection to the selected call. The next waiting call, if applicable, will call you. |

## 2.10. Short keys

To simplify the most important aspects of administering several connections, shortcut keys are available, which are explained in summary form below.

| Shortcut key | Description |
|---|---|
| R 0 | Reject waiting call |
| R 1 | Terminate active call; call on hold becomes active call |
| R 2 | Accept waiting call; switch between active call and call on hold using hold and retrieve |
| R 3 | Conference mode |
| R 4 | Transfer/forward |

## 2.11. Function keys

Functions may be applied after going through several menu steps. Another way - sometimes the only way - to execute functions is to use function keys to which functions can be assigned. This assignment allows the functions to be operated faster.

In order to assign the desired functions to the function keys, press the following keys in the order given:

1. Menu key
2. Function key beside User List
3. Function key beside the active user
   (active user is indicated on the right by an asterisk)
4. Function key beside Function Keys

More detailed information may be found at the innovaphone Wiki at wiki.innovaphone.com.

# 3. Telephone directory

The telephone directory is your personal phone book in which the names and call numbers of your conversation partners are administered.

In the initial state, press the following keys:

- Menu
- The function key beside Directories

Depending on the configuration, it may be possible to access the directory of the telephone system (exchange) or of an external LDAP server.

Entries in the local telephone directory consist of the name (= search term), the call number and, if desired, further settings and notes. The number of possible entries depends on the amount of notes additionally entered, amongst other things. Notes can be addresses or birthdays, for example. Without notes, about 2,000 entries can be administered. All entries are sorted alphabetically.

For further use and as an additional data backup, the entire telephone directory can be backed up on a PC and reloaded. You can also import external address books from the PC. To do so, please consult your administrator.

# 4. Alphanumeric characters

This chapter is intended to give an overview of how you can use the alphanumeric and the special characters. You can enter any Western European characters in accordance with ISO 8859-1 using the keypad.

The IP200 has a numeric keypad and an alphanumeric keypad. Characters with no key of their own may be accessed by first pressing Alt or Alt+⇧ and then the relevant letter key.

By briefly pressing the letter key repeatedly in succession, you can select various characters.

The following special characters are available, which you can enter by pressing the relevant shortcut key as of the respective character:

! “ # $ % & ´ ( ) * + , - . / : ; < = > ? @ [ ] \ ^ _ ‘ { | } ~ £ § ¿ ÷

| Key | Alt+key | Alt+⇧+key | Key | Alt+key | Alt+⇧+key |
|---|---|---|---|---|---|
| Q | @ [ ] \ ... | ´ ( ) * ... | F | & ´ ( ) ... | ~ £ § ¿ ... |
| W | § ¿ \| ... | £ § ¿ ... | G | ( ) * + ... | { \| } ~ ... |
| E | è é ê ë | È É Ê Ë | H | ) * + , ... | } ~ £ § ... |
| R | $ % & ... | % & ´ ... | J | - . / : ; ... | [ ] \ ^ ... |
| T | ð ¥ | ð ¥. | K | + , - . / ... | ] \ ^ _ .. |
| Z | / : ; < ... | ? @ [ ] ... | L | _‘ { \| } ... | ^ _ ‘ { ... |
| U | ü ù ú û | Ü Ù Ú Û | Y | Ý ý ÿ | Ý ý ÿ |
| I | ì í î ï i | Ì Í Î Ï | X | . / : ; ... | ; < = > ... |
| O | ö ø ò ó ô õ | Ö Ø Ò Ó Ô Õ | C | ç ¢ | Ç |
| P | = > ? ... | \| } ~ £ ... | V | , - . / : ... | + , - . / ... |
| A | ä å æ à á â ã | Ä Å Æ À Á Â Ã | B | Þ | þ |
| S | ß | ß | N | ñ | Ñ |
| D | Ð | Ð | M | µ | µ |

# 5. User Setup menu

## 5.1. Call diversion

The Call Diversion menu allows you to be available even whilst absent.

### 5.1.1 Diversion options

The IP telephone supports three different types of call diversion:

| | |
|---|---|
| Permanent diversion (**Unconditional**) | In this case, calls are always diverted to another subscriber.<br><br>Note:<br>This state of diversion cancels the other diversion types.<br>With this setting, calls are diverted immediately. The called party is therefore unable to answer the calls. |
| Diversion if busy (**Busy**) | Calls are diverted if there is already an active call. |
| Delayed diversion (**No reply**) | Calls are diverted if they are not answered within a certain time limit.<br><br>Note:<br>Unlike permanent call diversion, the latter two types allow you to accept calls within a pre-defined time period before they are diverted. |

Note:
In the initial state of the IP telephone, an active call diversion is indicated by the symbol in the status line. For a permanent diversion, the diversion destination is also displayed.

### 5.1.2 Setting up call diversion

To be able to activate call diversion, proceed as follows:

> Tip:
> Operation is faster if you assign a call diversion to a function key ▬.

1. In the initial state, press the following keys: Menu ➔,
   User Setup ▬ and Call Diversion ▬.

2. With the relevant function key ▬, select the desired state: “Unconditional”, “Busy” and/or “No reply”.

> Tip:
> Pressing the function key ▬ once more cancels the previous diversion setting.

3. Then press the ↓ key.
   Enter the desired diversion destination (name or number).

4. Save the entry by pressing the Menu key ➔ twice.

## 5.2. Do not disturb

This function allows you to respond in a particular way to incoming calls.

The incoming calls are categorised as:

- Internal Calls
- External Calls
- Any Call

For the defined incoming calls, you can choose between three possible responses (**Action**):

| | |
|---|---|
| Ringing off | Your telephone will not ring for incoming calls. The setting is indicated on the display by the symbol.<br><br>The call is still shown on the display, however, and you can take the call at any time. |
| Silence | In the “Silence” state, the ringing of your IP telephone is suspended for incoming calls. The setting is indicated on the display by the symbol.<br>Unlike with the "Ringing off" function, it is not possible to take the call. A dial tone is nonetheless forwarded to the caller. You will see the missed call on the display. |
| Busy | With this option, the call is blocked off. The caller receives a busy signal. |

## 5.3. Call waiting

1. This function allows you to control call waiting while engaged in a telephone call.

2. In the initial state, press the following keys: Menu ,
   the function key beside User Setup

With the function key beside Call waiting, you can choose between the following call waiting states:

| | |
|---|---|
| Off | The call waiting function is switched off. The caller receives a busy signal and the called party receives no call-waiting signal. |
| On - once | A call-waiting tone sounds once. |
| On - mute | No call-waiting tone; you only receive visual notification of a new call. |
| On - def. | Call waiting duration and signal are in accordance with the country-specific standard. |

> Note:
> You can determine the country-specific standard as described. In the initial state, press the following keys:
> - Menu
> - Function key beside Administration”
> - Function key beside Registration
> - Function key beside Option
>
> With the function key beside Tones, you can configure the country-specific standard for your IP telephone as desired.

## 5.4. Calling line identification presentation (CLIP)

This function is used to switch on or off the calling line identification presentation feature for outgoing calls. The setting applies for all subsequent calls, in so far as settings are not made for individual calls.

1. In the initial state, press the following keys: Menu , function key beside User Setup.

2. With the function key beside Number presentation., you can switch this feature on or off.

> Tip:
> Operation is faster if you assign calling line identification presentation to a function key .

# 6. Phone Setup menu

The Phone Setup menu relates to the IP telephone hardware, irrespective of the user.

In the initial state, press the following keys: Menu, Phone Setup.

## 6.1. Headset

1. To switch a connected headset of the IP200 on or off, press the following keys in the initial state:

- Menu
- Function key beside Phone Setup
- Function key beside Headset

> Note:
> The display switches between "on" and "off".
> The symbol appears in the status line.

2. Press the Space key or OK key. The dialling preparations are activated.

3. Press the Space key or OK key again and the call is terminated.

> Tip:
> By picking up the handset, the call can be transferred to the handset. The call is passed from the handset to the headset with the Space key or OK key.
> A call over the headset can also be followed on the telephone by pressing the Loudspeaker key. If the Space key or OK key is pressed after the Loudspeaker key, the call is transferred from the headset to the hands-free system.
> It is also possible to transfer the call from the handset or hands-free system back to the headset. To do this, you simply have to press the Space key or OK key.

## 6.2. Direct dialling

If direct dialling is switched on, an entered direct dialling number is dialled after picking up the handset or pressing the Loudspeaker key .

> Note:
> All keys on the IP telephone with the exception of the Menu key are then locked.

1. In the initial state, press the following keys:

- Menu
- Function key beside Phone Setup
- Function key beside Direct dial. Switches between "On" and "Off".

2. If you now press the function key beside Number, you can enter the call number or name to be dialled directly.

> Note:
> When entering a name, remember that upper case and lower case letters are considered to be different.

3. If you press the function key beside Delay, the number or name is dialled after a pre-defined time interval.

> Note:
> This function is only available if you have switched “Direct dial” on.

## 6.3. Lock

1. In the initial state, you can lock your IP telephone with the following keys:

- Menu
- Function key beside Phone Setup
- Function key beside Lock Phone

Before you can lock your IP telephone, you are prompted to enter your **PIN.**

- Enter the PIN and press the Menu key.

The message “Attention no emergency calls possible!” appears and the telephone returns to its initial state. The active lock is indicated on the display by the symbol.

2. The way to **unlock** your IP telephone is as follows:

- Press the Menu key.
- Then enter the PIN.
- Finally press the Menu key.

## 6.4. Change PIN

The PIN is used to prevent unauthorised access. You can use this function to activate the protection and specify the PIN. Proceed as follows to set the PIN:

- Press the Menu key.
- Press the function key beside Phone Setup.
- Press the function key beside Change PIN and enter the current PIN.
- To enter the new PIN, press the function key beside the New PIN field (upper field).
- The new PIN must be re-entered for security reasons. This time, however, you press the function key beside the lower New PIN field and re-enter your PIN.
- If you now press the Menu key twice, the “Changes activated” message appears and the telephone returns to its initial state.

> Note:
> There is no default PIN setting.

### 6.5. LCD contrast

To set the contrast on your display, proceed as follows from the idle state:

- Press the Menu key .
- Press the function key beside Phone Setup.
- With the arrow keys and you can determinate the strength of the contrast on a 15-stage scale.
- Press the Menu key to save the setting.

## 7. User list / multiple registration

Multiple registration allows use of a telephone with multiple identities (users). Up to six users can be **registered at the same time**.
The possibilities of this feature are varied. It is possible, for example, for an employee working at various locations to log on to the telephone at a different work station. It is also possible to implement the function of a telephone exchange or hotline, whereby employees can log on as co-users of this group. Temporary standing in for a colleague (their call number) is also possible via multiple registration.

> Note:
> This feature can only be used if registration of the call number on several telephones is permitted in the PBX component.

## 7.1. Register co-users

A co-user can be registered with your IP telephone as follows:

1. In the initial state, press the Menu key followed by the function key beside User List.
2. Press the function key beside a free line in the list (1-6).
3. To register a co-user, press the function key beside Registration and then the function key beside Setup.
4. Now press the function key beside

➢ Name:” to enter the name of the co-user.
➢ “Number:” to enter the number.
➢ “Passw.” to enter the co-user’s password.
➢ “VoIP Gatekeeper”. Specify the following desired values as described:

| | |
|---|---|
| Gatekeeper IP | If several gatekeepers are to be active at one address, a particular gatekeeper is identified amongst them using the name entered here. |
| Gatekeeper IP Address | Here, you specify the IP address at which the first responsible gatekeeper can be reached. |
| Gatekeeper IP Address | There should be a further gatekeeper in the network in case the first gatekeeper is unavailable. You enter the IP address of this gatekeeper here. |

➢ “Options”, Tones: Here, you set the country-specific tone standard.

## 7.2. Unregister or delete co-user

To unregister the active user or even delete them from the list, press the function key beside the desired co-user. Then select the function key beside Registration and confirm the Unregister or Delete function with the relevant function key .

## 7.3. Switch user

If several users are registered with your telephone, incoming calls are signalled for all users with specification of the called identity on the display. Outgoing calls are set up with the data of the active user.

To switch the active user, press the function key beside the required entry and confirm the new user with the function key beside Activate.

# 8. Administration

This menu contains the administrative details for the network and for the registration of the IP telephone.

## 8.1. Information

In this menu, you will find the serial number, the firmware version number and the boot code version number. To access the menu, press the following keys (in the order given) in the idle state:

1. The Menu key
2. The function key beside Administration
3. The function key beside Information

## 8.2. IP Settings

The menu contains information on integration in the IP network. This information is of interest to the administrator only and must not be changed by the user. To access the menu, press the following keys (in the order given) in the idle state:

1. The Menu key
2. The function key beside Administration
3. The function key beside IP Settings

The following IP properties can be set using this menu:

| Menu option | Possible settings |
|---|---|
| DHCP Mode | ➢ Client<br>➢ Server<br>➢ Off |
| IP Addresses | ➢ Interface IP Address<br>➢ IP Address Mask<br>➢ Standard IP Gateway |
| VLAN | ➢ VLAN Header: Off<br>➢ VLAN Header: On<br>• VLAN Priority<br>• VLAN Identifier |

## 8.3. Registration

The menu Registration contains information on registration with the gatekeeper. This information is of interest to the administrator only and must not be changed by the user. To access the menu, press the following keys (in the order given) in the idle state:

1. The Menu key
2. The function key beside Administration
3. The function key beside Registration

You will find the following information:

- Protocol
- Name
- Number
- Password
- VoIP Gatekeeper (Gatekeeper ID, Gatekeeper IP Address)
- Options (Tones)

> Note:
> For more information on the country-specific standard calling tones please refer to the innovaphone Wiki at wiki.innovaphone.com.

## 8.4. Reset configuration

It is possible to restore the device to its as-shipped state. All settings made on the device are then lost. To access the menu, press the following keys (in the order given) in the idle state:

1. The Menu key
2. The function key beside Administration
3. The function key beside Reset Configuration

You are then asked whether the device is to be reset to its as-shipped state “Do you want to reset the device to the factory defaults?”. With the function key , you can restore the as-shipped state (“Yes”), in which case all changes are lost. Alternatively, you can leave the menu with the function key (“No”).

> Note:
> Once you have restored the device to its as-shipped state, a restart is performed and all data and settings are lost.

## Safety instructions

The manufacturer assumes no responsibility for any personal injury, damage to property or subsequent damage that can be attributed to improper use of the device.

innovaphone® AG declares that the device meets all basic requirements of the 1999/5/EC European guideline.

The innovaphone Wiki at wiki.innovaphone.com should also be observed for the configuration of the IP telephones. All instructions specified there should be followed carefully and the devices should only be used in accordance with these instructions.

> Note:
> Please note the following instructions for your own safety:

➢ Power supply

The external power supply is designed for operation with a 100-240 V, 50 Hz AC mains network. Never try to connect the equipment to other mains systems!

The equipment cannot be operated during a mains failure. The equipment settings however are retained.

The power socket must be near to the equipment and easy to access. The power supply to the device can be interrupted by pulling the mains adapters out of the power socket or, if the power is supplied via a network cable (Power over LAN), by removing the network cable.

➢ Installation and connection

Lay the connection cables carefully so that no one can trip over them. Connected cables must not be bent excessively, pulled or subjected to mechanical strain.

The equipment is intended for use in dry rooms only.

The equipment must not be installed and operated under the following conditions:

- In damp, dusty rooms or in rooms where an explosion may occur
- At temperatures over 40°C or under 0°C
- Where it is subject to impact stress or vibrations
- At places subject to direct sunlight

Some types of furniture varnish or cleaning products can damage the plastic feet of the telephone IP200 and leave marks. In these cases, make sure you put the equipment on a stable, non-slip surface.

- Cleaning

Use a soft, slightly damp cloth to clean the surface of the equipment housing.

Do not use any chemicals or abrasives. The equipment does not require any maintenance.

- Malfunctions

There is no need to open the device if it is operated and serviced as intended.

Do not open or reconnect faulty equipment. In this case, return the equipment to your dealer or service centre. Keep the original packaging in case you need to return the equipment, since it provides ideal protection.

Back up all entries (for example, on a PC) to avoid losing data.

- Disposal

When due for disposal, the device should be disposed of as electronic scrap, in accordance with local regulations.

- Environmental sustainability

There is no contact with hazardous materials if the telephone is used as intended. The plastics used for this device are of partially recycled granulate. We do not use any plastic material for our packaging. We only use part recycled cardboard and paper.

- Warranty

Your IP terminal is a sophisticated, modern device which has been produced using state-of-the-art production equipment in order to meet high quality requirements. Only high quality components, which ensure a maximum of reliability, are used for their production.

A warranty seal has been applied to the bottom of the IP terminal (on a screw of the housing). Please make sure it is not damaged, since otherwise no warranty claims can be made.