



# Enterprise IP Phone

XP0100 / XP0100P




**Quick Reference** (V61.0)

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# Basic Call Features

## Placing a Call

### Using the handset:

1. Pick up the handset.
2. Enter the number, and then press .

### Using the speakerphone:

1. With the handset on-hook, press .
2. Enter the number, and then press .

### Using the headset:

1. With the headset connected, press  to activate the headset mode.
2. Enter the number, and then press .

**Note:** During a call, you can alternate between headset, hands-free speakerphone and handset modes by pressing the **Headset** key or the **Speakerphone** key or picking up the handset. Headset mode requires a headset connected.

## Answering a Call

### Using the handset:

Pick up the handset.

### Using the speakerphone:

Press .

### Using the headset:

Press .

**Note:** You can ignore an incoming call by pressing the **X** key.

## Ending a Call


### Using the handset:

Hang up the handset or press .







### Using the speakerphone:

Press  or .



### Using the headset:

Press .

## Redial


- Press  to enter the **Dialed Calls** list, press  or  to select the desired call, and then press  or .
- Press  twice when the phone is idle to call the last dialed number.

## Call Mute and Un-mute


- Press  to mute the microphone during a call.
- Press  again to un-mute the call.




## Call Hold and Resume

### To place a call on hold:

Press  during an active call.

### To resume the call, do one of the following:



- If there is only a call on hold, press .

- If there is more than one call on hold, press  or  to select the desired call, and then press .




## Call Transfer

You can transfer a call in the following ways:




### Blind Transfer

1. Press  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press .

### Semi-Attended Transfer



1. Press  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  when you hear the ring-back tone.

### Attended Transfer




1. Press  during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  when the second party answers.

## Call Forward

### To enable call forward:




1. Press  when the phone is idle, and then select **Features->Forward**.
2. Select the desired forward type:
  - Always ----** Incoming calls are all forwarded unconditionally.
  - Busy ----** Incoming calls are forwarded when the phone is busy.
  - No Answer ----** Incoming calls are forwarded when the phone is not answered after a preset time period.
3. Enter the number you want to forward to. For **No Answer**, enter the ring time to wait before forwarding.
4. Press  to accept the change.

## Call Conference

1. Press  during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press .
3. Press  again when the second party answers. All parties are now joined in the conference.
4. Hang up the handset to disconnect all parties.

## Speed Dial

### To configure a speed dial key:

1. Press  when the phone is idle, and then select **Features->DSS Keys**.
2. Select the desired line key, and then press .
3. Select **Speed Dial** from the **Type** field, select the desired line from the **Account ID** field, and enter the number in the **Value** field.
4. Press  to accept the change.


### To use the speed dial key:

Press the speed dial key to dial out the preset number.

## Voice Message







The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The Message key LED lights up.

### To listen to voice mail messages:

1. Press .
2. Follow the voice prompts to listen to your voice messages.









## Customizing Your Phone

### Call History











1. Press  when the phone is idle, press  or  to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press  to place a call.
  - Press  to add the entry to the local directory.
  - Press  to delete the entry from the list.

### Contact Directory











#### To add a contact:

1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select **Enter** and then press .
3. Press  or  to select **New Item** and then press .
4. Enter a unique contact name in the **Name** field, and enter the phone number in the proper field.
5. Press  to accept the change.

#### To edit a contact:





1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select **Enter** and then press .
3. Press  or  to select the desired contact, press  or  to select **Edit** and then press .
4. Update the contact information, and then press  to accept the change.

#### To delete a contact:





1. Press  when the phone is idle, and then select **Local Directory->Contact List**.
2. Press  or  to select **Enter** and then press .
3. Press  or  to select the desired contact, press  or  to select **Del** and then press .
4. Press  when "Delete Selected Item?" prompts on the LCD screen.

**Note:** You can add contacts from the call history easily. For more information, refer to **Call History** above.

### Volume Adjustment

- Press  or  during a call to adjust the receiver volume of handset/speakerphone/headset.
- Press  or  when the phone is idle to adjust the ring volume.

### Ring Tone

1. Press  when the phone is idle, and then select **Settings->Basic->Ring Tones**.
2. Press  or  to select the desired ring tone.
3. Press  to accept the change.