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Quick Start Guide

About This Guide
This guide is intended to show you how to install your phone and describe basic configuration procedures. The features available on your phone depend on the type of system to which your phone is connected. Your system may not provide all of the features mentioned in this document. Contact your phone system administrator for questions about phone features.

Installing Your IP Phone

Use these procedures to install the phone and connect it to your network.

Picture 1: An image of the SPA509G IP Phone. The photo above shows the SPA509G. Other models differ.

1. Transfer again to transfer the call.
2. Cancel—Cancels an action (such as a transfer).
3. Conference—While on a call, press this softkey to start a conference call and dial another number. After the second party answers, press Conference again to create the conference.
4. Redial—Dials the last number called.
5. Conference—While on a call, press this softkey to start a conference call.
6. Cancel—Cancels an action (such as a transfer).

Picture 2: A table showing the phone lines and buttons:

| Numbered objects in the photo are explained in the following table. The photo above shows the SPA509G. Other models differ. |
|---|---|---|
| 1 | Handset Pick up to place or answer a call. |
| 2 | Message Waiting |
| 3 | LCD Screen Displays date and time, phone station name, line indicators, and softkey options. (Not available on the SPA501G.) |
| 4 | Line keys Indicates phone line status. (Not available on the SPA501G.) Orange: Line is unregistered (cannot be used). Red (blinking): Line is on hold. Red (steady): Line is active or in use. Green: Line is idle. When lit: Red (blinking): Line is on hold. Red (steady): Line is active or in use. Green: Line is idle. |
| 5 | Softkey buttons Press a softkey button to perform the action shown on the label on the LCD screen above. |
| 6 | Programmable Keys These keys can be programmed by your phone system administrator to perform functions such as speed dial, call pickup, or monitoring an extension. These keys can also be programmed by your phone system administrator to perform functions such as speed dial, call pickup, or monitoring an extension. |

Picture 3: A diagram showing the phone's labels:

- Transfer—While on a call, press this softkey to transfer the call. Transfer again to transfer the call.
- Conference—While on a call, press this softkey to start a conference call. After the second party answers, press Conference again to create the conference.
### Menus and Options

Menus and options vary depending on your phone model and the phone system setup. Your phone may also have softkey buttons that are not available on the SPA501G. Press the softkey button to display options. To choose the displayed option, press OK.

### Softkey Buttons

The softkey buttons and labels on your phone display vary depending on your phone model and the phone system setup. (Softkey buttons are not available on the SPA501G.) Press the right arrow on the navigation button to view additional softkey buttons that may be available on your phone.

#### Using Keypad Shortcuts

When using the phone menus, you can use the keypad to enter the number of the ringing extension.

### Adjusting Volume and Muting

To adjust the volume of the handset or speaker, lift the handset or press the speaker button. The button glows red when the speaker is on, and the button glows green when the speaker is off. Press the speaker button to turn the speaker on or off. When using the phone menus, you can also adjust the ringer volume (when the phone is off the phone) or adjust the ringer volume when the phone is on the phone.

### Using Your IP Phone

#### Placing or Answering Calls

To place or answer a call, you can pick up the handset, press the Spkr button, or press the line button (on some phones).

#### Putting a Call on Hold

To put a call on hold, press the Hold button. The caller hears a series of three rapid beeps or music while on hold.

#### Resuming a Call

To resume the call, press the flashing red line button for the call. For the SPA501G, press the DSS key.

### Ending a Call

If you are using the handset hanging on or press the EndCall button (on some phones), or if you are using the speakerphone, press the Spkr button (if you are using the same button, repeat the pressing the Spkr button) or press the handset (if the handset is parked on the line). (Not applicable to the SPA501G.)

#### Adjusting Volume and Muting

To adjust the ringer volume, press the Volume button. To increase the volume, press the + button; to decrease the volume, press the - button. (Not applicable to the SPA501G.)

### Where to Go From Here

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