COMDIAL®

CONVERSip EP300 Voice IP Endpoint for MP5000

User Guide

CONVERSip EP300 Voice IP Endpoint for MP5000
User Guide

This manual supports models EP300-12 and EP300-24.

Copyright © 2005 Comdial Corporation

Comdial Corporation
106 Cattlemen Road, Sarasota, FL 34232
(941) 554-5000 or (800) 266-3425

-Notice-
Comdial reserves the right to make any changes and improvements in the product described in this document at any time and without prior notice.

CONVERSip, MP5000, EP300 Voice IP Endpoint, EP300-12, EP300-24, and EP200 Multimedia IP Endpoint are trademarks of Comdial Corporation. All other product names are trademarks of their respective owners.

January, 2005

GCA70-399   Jan. '05

TABLE OF CONTENTS

Contents

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna

- Increase the separation between the equipment and receiver

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

- Consult the dealer or an experienced radio/TV technician for help

This Page Intentionally Left Blank

Revision History

Version	Changes	Date
01	Initial Release	5/17/04
02	Added SIP2 features: Park, Page, and Private Conferencing	1/19/05

This Page Intentionally Left Blank

Introduction

This manual describes how to use the CONVERSip EP300 Voice IP Endpoint, models EP300-12 and EP-300-24.

This manual is intended to provide:

- basic knowledge of the functions and features of the EP300 LCD user interface.
- step-by-step procedures for processing calls and controlling individual extension settings.

Audience Description

This manual is intended for persons who use CONVERSip EP300 endpoints on a day-to-day basis.

You should:

- read this manual in normal reading sequence before first using the EP300 User Interface.
- refer to this manual as necessary while modifying your endpoint settings.

Related Publications

This manual refers you to related publications, when appropriate, for additional information.

Conventions Used in this Manual

Many of the procedures require you to enter settings or to choose from a list of variables. To signify when you are to act upon an item, parameter, button, etc. we italicize the name of the item being acted upon. For example, the following sentences instruct you to press a specific key on your keyboard.

- Press *Enter*.
- Press *Esc*.

- Press *Page Up* or *Page Down*.
- Press and hold the *Shift* and *Ctrl* keys simultaneously.

In contrast, the following sentence instructs you to type in a required response; notice the word "Enter" when used in this way is not italicized because you are not pushing a specific key name.

- Enter the value you want to use for this feature.

Similarly, when you select a button or LCD menu option, we italicize the name of the button/menu item because you are required to take the action of choosing it, even though the item may not appear in italics on the endpoint or display.

- Use the arrow keys to highlight *Programming* and press *Enter*.

At other times in the manual, we discuss prompts that the system displays to you. In these cases, we enclose the exact wording of the prompt in quotation marks to signify that the system is, in essence, speaking to you.

- The system prompts, "Enter your password now."

If the system is actually playing a recording aloud, we enclose the exact wording of the prompt in quotation marks and italics to signify that the system is in actually speaking to you.

- The system says, "*You have no more new messages*."

Italics and quotes are also of course used in their normal contexts, that is, for emphasis and to identify what words are spoken.

- This is called a *hot transfer*, that is, the system transfers the call without ringing the extension.

There are times when this manual will instruct you to enter a number from within a range of numbers. In this instance, we use the "~ " character to indicate the range. For example, *05-01-1~3-001~100* tells you to enter:

- 05
- 01
- a 1, 2, or 3,
- a three-digit number that falls in the 001 to 100 range.

1. OVERVIEW

Before you start using your EP300, take a quick look at its layout.
The endpoint has three soft keys, 12 or 24 programmable buttons,
seven fixed function buttons, volume up and down buttons, an LCD,
and a standard dial pad.

Figure 1-1 EP300-24
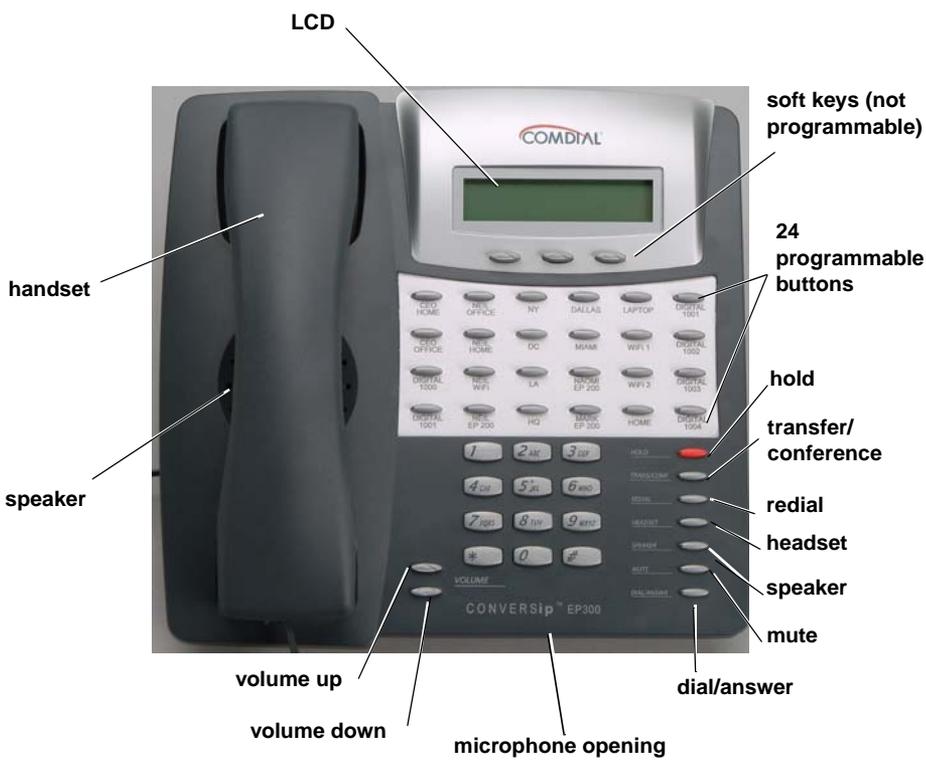
The EP300-24 and EP300-12 models are identical except for the number of programmable buttons available.

Figure 1-2 EP300-12

12 programmable buttons

When your new EP300 arrives, the system installer unpacks the phone and connects the line cord to a network jack. The following sections describe a few initial adjustments that allow you to quickly begin making and answering calls.

1.1 Positioning the EP300

You should adjust the position of the EP300 on your desk or table to suit your individual needs and maximize the performance of the sound activated features. When using your EP300 as a speakerphone, the microphone and loudspeaker are farther from you than when you use a handset. Some positioning tips to consider include:

- For the microphone to best detect your voice, speak within three feet of it and face the speakerphone.

- Background noise may prevent the sound-activated switches from operating properly. Avoid placing the speakerphone where it will detect sounds from typewriters, keyboards, printers, paging systems, and other equipment.

- Place the EP300 on a hard surface and away from table edges. Do not place the EP300 in corners or enclosures. Do not let obstructions come between you and the microphone.

The EP300 has an adjustable pedestal to allow you to select the most comfortable viewing angle. When you receive the EP300, the pedestal is in its lowest position—flush against the pedestal.

To adjust the pedestal, perform the following tasks.

1. Grasp the rear of the pedestal base firmly with one hand and lift the rear portion of the EP300 upward with your other hand.

2. Lift the EP300 upward with one hand and raise the EP300 supporting arms upward with your other hand. Notice there are three sets of notches under the EP300 corresponding to the three positions available.

3. When the EP300 is at the desired height, select the closest pair of notches and insert the supporting arms in the notches. Press down slightly on the EP300 until you feel the supporting arms snap into place.
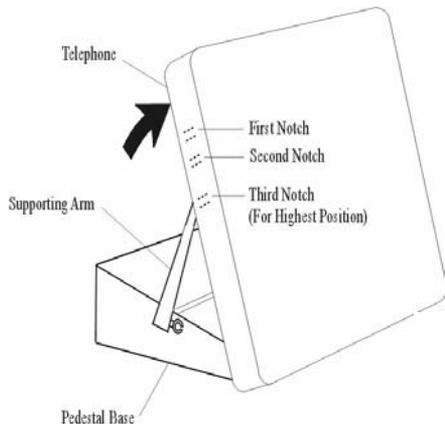
Also remember, as with any piece of electronic equipment, your EP300 may be damaged by contact with liquids. So please try to place the EP300 in an area that is free from the danger of spills.

1.2 Making the Connections

The connectors for attaching your EP300 to the network are located on the underside of the instrument. Here you will also find connectors for attaching the power supply and an optional headset. You can also connect a cable from the EP300 to your PC so that both devices can operate with a single network cable. The following diagram shows the cable connection locations.

To PC

To LAN connection

To Handset

To Headset
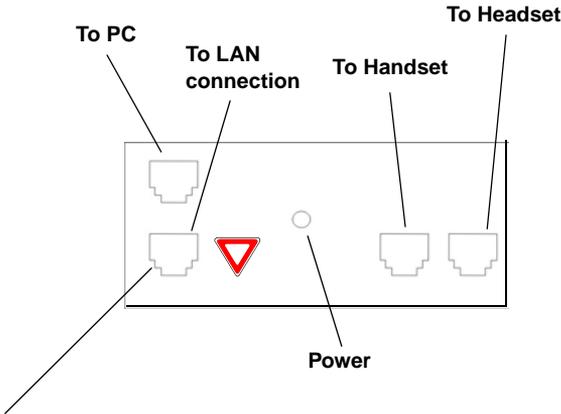
Power

Caution: Do not connect this jack directly to a central office line.

Note: Some types of network equipment can provide the power for the EP300 instrument through its Ethernet connection. In those instances, the external power supply is not required.

1.3 Adjusting the Volume

Adjusting the volume on the EP300 endpoint affects the loudness of the speaker, handset, headset (if equipped), and ringer. Refer to Figure 1-1 for the location of the volume control.

To adjust the volume during a call, press the volume up or volume down button on the EP300. The EP300 adjusts the volume incrementally each time you press the button. The volume setting remains in effect for the current call only.

If you want to adjust the volume for all calls, you can adjust your default settings by using the LCD menu structure. To do so, select *Menu>1 Hardware Settings>1 Handset Volume* and set the handset volume you want to use on all calls. The new setting remains in place until you make subsequent adjustments.

In the same manner, you can adjust your default speaker volume (*Menu>1 Hardware Settings>2 Speaker Volume*), default headset volume (*Menu>1 Hardware Settings>3 Headset Volume*), and default ring volume (*Menu>1 Hardware Settings>4 Ring Volume*).

1.4 Using the LCD Menu

The EP300 menu allows you to view or modify the configuration settings of your EP300, and to view the call activity log. Some items are password protected and should only be changed by the installer or administrator, since doing so could adversely affect the operation of your phone.

Normal display on your EP300 LCD consists of the date and time on the first line, and the soft key labels on the second line.

Tue Apr 20 4:22
MENU DND STA

You can change the display to replace the time and date on the first line with your extension number. To do so, press the *STA* soft key.

STATION 106
MENU DND TIME

To enter the configuration submenus, press the *MENU* soft key.

1 HW Settings
ENTER BACK NEXT

Press *NEXT* to advance to the next menu choice. To select an item, press the *ENTER* soft key. To return to the previous level, press the *BACK* soft key. To advance to the next item on the current menu, press *NEXT*.

If the displayed results extend beyond the viewing area of the LCD, the soft key functions change to allow you to scroll to the left or right.

The following selections are available from the EP300 menu.

**Main
Menu
Option**

1 HW Settings -- sets the default volume level for the handset, speaker, headset, and ringer.

→ **1** *Handset Volume*-allows you to set the current volume setting for the handset, from 1 to 8, with 8 being the highest. The default is level 3.

→ **2** *Speaker Volume*-allows you to set the current volume setting for the speaker, from 1 to 8, with 8 being the highest. The default is level 3.

→ **3** *Headset Volume*-allows you to set the current volume setting for the headset, from 1 to 8, with 8 being the highest. The default is level 3.

→ **4** *Ring Volume*-allows you to set the current volume setting for the ringer, from 1 to 8, with 8 being the highest. The default is level 1.

2 Info - displays call lists, system information, and LAN information.

→ **1** *Received Calls*-displays the last 10 calls received at your EP300.

→ **2** *Sent Calls*-displays the last 10 calls placed from your EP300.

**Main
Menu
Option**

2 Info - (continued)

→ **3** *System Info*-displays the following system
information.

→ **1** *Network Info* shows the MAC Address, SIP
Server, DHCP, IP Address, Net Mask, and
GW Address.

→ **2** *Codecs* shows the default audio format of
your EP300.

→ **3** *Serial Number* of your EP300.

→ **4** *HW Version* of your EP300.

→ **5** *SW Version* installed on your EP300.

→ **6** *Extension* assigned to your EP300.

→ **7** *Prog Buttons* allows you to check which
programmable buttons are set. Some
buttons may have been programmed by
either the system administrator or the
installing technician.

→ **8** *Build Date*-shows the time and date of the
application file installed on your EP300.

→ **9** *Boot Version*-shows the boot version of
your EP300.

**Main
Menu
Option**

2 Info - (continued)

    → **4** *LAN Info*-displays the following LAN
information.

      → **1** *Received Pkts* shows the number of
network packets received by your EP300
since the last restart.

      → **2**

Sent Pkts shows the number of network
packets sent by your EP300 since the last
restart.

3 Network - (requires password) - used to configure the
IP address settings.

    → **1** *IP Settings*-selects DHCP or sets the static IP
parameters for this EP300.

    → **2** *SIP Server*-sets the IP address of the MP5000
unit.

--CONTINUED ON NEXT PAGE--

**Main
Menu
Option**

4 **System -** used to perform system functions.

→ **1** *Tests* (requires password) allows you to perform functional tests.

→ **2** *Change Passwds* allows you to change the password for this EP300.

→ **3** *Factory Defs* allows you to restore this EP300 to its factory defaults.

→ **4** *Download* downloads firmware changes.

→ **5** *Register Mode* specifies the type of registration

→ **6** *Register* manually registers the phone with the host.

→ **7** *Restart Phone* restarts the EP300.

2. MAKING CALLS

Comdial's EP300 is based on a technology called Session Initiation Protocol (SIP). This technology provides new ways to process calls not previously available with standard telephone systems.

2.1 Making a Call to Another Extension

You can make a call to another extension by dialing the number assigned to that extension, or by selecting the name of the intended party from your local address book or contact list.

To make an intercom call by dialing the extension number, perform the following steps.

1. When you lift the handset, or press the *SPEAKER* button, the EP300 plays the dial tone. The LCD display prompts you to enter the number you want to call.

2. Enter the extension number using the dial pad. If you make a mistake, press the *BACK* soft key (to backspace one digit at a time) or *CLEAR* to erase all digits and cancel.

3. Press the *DIAL/ANSWER* button or the *DIAL* soft key.

4. The system begins placing your call. You can cancel the call before it is answered by pressing the *CLEAR* soft key.

5. The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.

6. When the called party answers, begin speaking.

7. When the call is complete, hang up the handset (or press the *SPEAKER* button if using the speakerphone).

2.2 Making a Call to an Outside Party

You can dial outside parties by including the outside line access code before dialing the number (95545000, where 9 is the access code), or by first selecting the outgoing line if you have direct access from a pre-programmed button. The default access code for outside lines is 9.

To dial an external number, perform the following steps.

1. Lift the handset, or press the *SPEAKER* button. The EP300 plays the dial tone.

2. Dial the number, preceded by the line access code. If you make a mistake, press the *BACK* soft key or *CLEAR* soft key to re-enter the digits.

```
95545000
DIAL  BACK CLEAR
```

3. Press the *DIAL* soft button or the *DIAL/ANSWR* button.

4. If all outside lines are busy, the system plays a fast busy signal, indicating that there are no lines available.

5. When the called party answers, begin your conversation. Note that the EP300 changes the soft key options on its LCD once the call connects.

```
95545000
HOLD  TRANS END
```

6. When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speaker-phone option.

2.3 Redialing a Previously Dialed Number

The system remembers the last ten numbers you dialed. If you want to redial any of those numbers, press the *REDIAL* button on the EP300.

By pressing the *PREV* soft key, you can scroll through the list of pre-viously-called numbers, and select the number from the list.

To redial a previously dialed number, perform the following steps.

1. Lift the handset, or press the *SPEAKER* button. The EP300 plays the dial tone.
2. Press the *REDIAL* button.
3. Observe the LCD display and select the number you want to dial by pressing the *PREV* soft key. The EP300 begins with the most recently dialed number, and works backwards from there.

Note: If a name is available via Caller ID, the system displays it instead of the number.

4. When you have made your selection, press the *DIAL* soft key.
5. The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.
6. When the called party answers, begin your conversation. Note that the EP300 changes the soft key options on its LCD once the call connects.

7. When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speaker-phone option.

2.4 Making a Call Using a Speed Dial Button

To use a speed dial button to make a call, perform the following steps.

1. Lift the handset, or press the *SPEAKER* button. The EP300 plays the dial tone.
2. Press a pre-programmed speed dial button.
3. The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.
4. When the called party answers, begin your conversation.
5. When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speaker-phone option.

2.5 Calling the Attendant

During the initial system configuration, the system installer assigns the extension number for the attendant. To call the attendant, either dial their unique extension number, or you can simply press *0* and the *DIAL/ANSWR* key or the *DIAL* soft key.

3. ANSWERING CALLS

When your EP300 receives an incoming call, it provides both an audible and a visual alert. The EP300 sounds a ringing tone from its speaker, and displays the Caller ID information about the call on its LCD display. To answer a call, perform the following steps.

1. As an incoming call rings at your station, pick up the handset, or press the *ANS* soft key for handsfree communications.

   You may also press the DND soft key to enter Do Not Disturb mode and to send the call to voice mail. Or, you can press the *DENY* soft key to send the call to voice mail (if activated) or return a busy signal to the caller (if not activated) .

2. Begin your conversation.

3. Hang up the handset, or press the *SPEAKER* button (if hands-free) to end the call.

Note: If you choose to ignore the new incoming call, the system treats that call as a no-answer condition, and follows the forwarding rules defined for your extension. For details on the fowarding rules for your extension, see your System Administrator.

3.1 Using Do Not Disturb (DND)

When you turn DND mode on, the system plays a busy signal to all incoming callers until you turn DND mode off again.

With DND on, your EP300 display appears as follows to remind you that this mode is on.
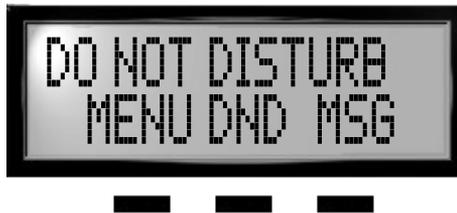
To turn DND off again, simply press the DND button.

You can specify what DND message you want the system to display in your presence management to EP200 users when you have DND turned on. There are 4 available messages: Do Not Disturb, Away From Desk, Out To Lunch, and On Vacation. To select a different message (the default is Do Not Disturb), press the *MSG* key. The EP300 displays the next message in the list on the top line.

Press *MSG* until the message you want to use for this DND session appears. Once you turn DND off by pressing DND again, the EP300 resets the message to Do Not Disturb.

4. PROCESSING CALLS

4.1 Muting the Microphone

You can mute the microphone on the EP300 so that the distant party cannot hear any audio from your microphone. This setting affects the transmitter of the handset, headset, and the built-in microphone of the EP300. This condition remains in effect until the call ends, or until you press the button again, whichever occurs first. While in mute is in effect, the EP300 lights the mute button.

To mute the microphone, press the *MUTE* button. To restore to normal operation, press the *MUTE* button again.

4.2 Using Call Hold

You can place a call on hold and retrieve it later. ***Note****: If you place a call on hold, only you can retrieve that call from hold. If you want to place a call on hold that can be retrieved by someone else, use the call park feature instead. For details on call park, see Section 4.5, Parking Calls.*

To place a call on hold, perform the following steps.

1. While on an active call, press the *HOLD* button on your EP300. The lamp associated with this button blinks.

   -or-

   Press the HOLD soft key under the LCD.

```
9415545000
 HOLD TRANS END
```

The system plays music on hold (if equipped) to the outside caller on hold.

2. The lamp extinguishes if the caller on hold hangs up before you retrieve the call. The LCD shows the number of calls on hold temporarily, until returning to the default idle display.

```
CALLS ON HOLD: 2
      MENU
```

4.3 Retrieving a Held Call

You can only retrieve held calls that you have placed on hold. You cannot retrieve a held call that someone else has placed on hold.

1. Press the *SPEAKER* button or pick up the handset (if you desire privacy).
2. Press the flashing *HOLD* button.
3. The system returns the call to your endpoint and then turns off the HOLD lamp. If multiple calls are on hold at your station, you can scroll through a hold list to select the one you want to retrieve. Also, the system does not turn off the hold lamp until you have retrieved all held calls.

4.4 Paging

Your system provides an all-call or a zone page feature that you access by dialing special codes. This arrangement sounds your voice announcement through the endpoint speakers (on digital stations only) or through an external paging unit.

To send a paging announcement,

1. Pick up the handset.
2. If your EP300 has a button assigned to Paging, press that button. If you do not have an assigned Paging button, enter *70* through *77* for zones 1–8 and press *DIAL/ANSWR*. ***Note:** Zone 1 (code 70) provides an all-call function in the default mode.* See your System Administrator for details on getting one of your EP300's buttons assigned to this function.
3. Make announcement.
4. Remain on line if awaiting a reply (known as a Meet-Me page), or hang up the handset. ***Note:** Only digital or IST endpoints can reply to a Meet-Me page.*

At times other extension users may page you with instructions to meet them on line (a Meet-Me page). You can go to the nearest endpoint, dial a code, and be in contact with the paging party.

To reply to a Meet-Me page,

1. Lift handset of the nearest endpoint.
2. Dial *78* and press *DIAL/ANSWR*.
3. Meet paging party on line.

4.5 Parking Calls

You can place an outside call on hold in the system so that it can be answered from any endpoint even though it does not have a line appearance for the call. You do this by placing the call in a park orbit, where it remains until it is answered, or recalls to the originating endpoint.

4.5.1 PLACING AN OUTSIDE CALL IN A PARK ORBIT

1. While on an outside call, press the *TRANS/CONF* button. The system places the call on hold.

   Note: If your EP300 has been assigned a pre-programmed Call Park button, you can also press that button to park the call. Each park button assignment uses a dedicated park orbit number.

2. If you do not have an assigned Call Park button, enter the Call Park zone number where you wish to park the call, then press the *DIAL/ANSWR* button. The default Call Park numbers are *910 through *990. See your System Administrator for details on getting one of your EP300's buttons assigned to this function.

3. The system parks the call in the orbit number you specified. Note the assigned park orbit number.

If you page another user to pick up the call, tell them the orbit number where they can retrieve the call.

4.5.2 RETRIEVING AN OUTSIDE CALL FROM A PARK ORBIT

1. Pick up the handset or press the *SPEAKER* button.

2. If your EP300 has a button assigned to Call Park, press that button. If you do not have an assigned Call Park button, dial the park orbit number where the call was previously parked. The default Call Park retrieval numbers are #910 through #990.

3. Press the *DIAL/ANSWR* button. The system connects you to the call.

4.5.3 HANDLING PARK RECALLS

When a parked call times out, the system returns the call to your end-point in the form of a park recall.

To answer a park recall, pick up the handset or press the *SPEAKER* button. The system returns the held party to your extension.

You can re-park a park recall and restart the park timer. To do this, when a previously parked call recalls to your station, press the *DENY* soft key to return the call to the original park orbit and restart the park timer.

4.6 Transferring a Call

You can answer a call at your EP300 and transfer it to another end-point. If you first identify the caller to the party receiving the transfer, you have made a *screened* or *consultative* transfer.

To screen and transfer a call to another endpoint in the system, perform the following steps.

1. Receive or place a call from/to another party.

2. Press *TRNS/CONF* button on your EP300.

    -Or-

Press the *TRANS* soft key under the LCD display.

```
9415545000
 HOLD TRANS END
```

The system automatically places the other party on hold, and displays the following.

```
ENTER NUMBER
          CLEAR
```

3. Enter the extension to which you want to send the call, and press the *DIAL/ANSWR* button.

4. When the new party answers, announce the call.

5. If the new party accepts the call, press the *SPEAKER* button or *END* soft key.

6. If the new party rejects the call, press the *ABORT* soft key followed by the *HOLD* button to retrieve the call.

If you transfer the call without first announcing it, you have made an un-screened or blind transfer.

To transfer an un-screened call to another system endpoint, perform the following steps.

1. While on a call, press the *TRANS* soft key or *TRANS/CONF* button on your EP300.

   The system automatically places the outside party on hold.

2. Enter the number for the intended destination and press the *Dial* button on your EP300.

3. Press the *END* soft key or *SPEAKER* button to transfer the call.

    If the other party answers, the system connects the transferred call to that party. If the other party does not answer, the call follows the no-answer forward condition of the target destination.

4.7 Establishing a Multi-Party Conference

You may wish to create a conference call with other parties. These conferences can either be Private or Public. You can have up to six attendees in a conference room if your system is networked, or seven attendees if your system is standalone. *Note: There are a limited amount of conferences allowed on the MP5000 system. Once this limit is reached, you cannot create a new conference until an established conference ends.*

4.7.1 PRIVATE CONFERENCES

In a Private conference, you and two other parties are transferred to a conference room. You can only be a member of one Private conference at a time.

To set up a Private conference from a SIP endpoint, perform the following steps.

1. Place or receive a call to/from the first party you want to include in a Private conference.

2. Perform the same steps as a supervised transfer (Section 4.6, *Transferring a Call*). When the second party answers, instead of pressing the END soft key or hanging up, press the *CONF* soft key or the *TRANS/CONF* button.

    -Or-

In the idle state, press the *TRANS/CONF* button, then the *ADD* soft key. Dial another party, wait for an answer, then press the *CONF* soft key or the *TRANS/CONF* button. Use this method to add more parties to an established conference.

3. After you have added all parties, dial the conference room number to enter the conference yourself.

4. Parties wishing to leave a conference can do so by simply hanging up their endpoint.

   When a party leaves the conference, the system plays a single beep to the remaining parties, alerting them that someone has left the conference. A user may only be a member of one Private conference at a time.

5. If you initiated the Private conference, you can end it by pressing the *END* soft key. If you hang up without pressing *END*, the conference continues with the other parties until they hang up.

The procedure to set up a Private conference from a digital phone differs from a SIP endpoint, as follows.

1. Place or receive a call to/from the first party you want to include in a Private conference.

2. Transfer the current connection to the conference room number (default 5800). The system transfers both you and the first party to the conference room.

3. To add another party to the conference, exit the conference room by hanging up the receiver, or by pressing the *SPEAKER* button if calling on-hook.

4. Place a call to the next party, and then transfer the new party to the conference room number (default 5800).

5. Begin your conversation when all parties are present.

6. Parties wishing to leave a conference can do so by simply hanging up their endpoint.

7. When a party leaves the conference, the system plays a single beep to the remaining parties, alerting them that someone has left the conference. A user may only be a member of one Private conference at a time.

4.7.2 PUBLIC CONFERENCES

A Public conference is established when all participants dial a code to enter the conference room. If you want to transfer *outside callers* into Public conferences, your system must use Comdial's voice mail system (see your System Administrator for more details).

In addition, lines that do not provide disconnect notification are not allowed into conference rooms, as there is no way to tell if that line has left the conference room. If a party on a line with no disconnect supervision attempts to enter a conference room, that party hears an error tone and is not allowed in. For more details, see you System Administrator.

You can leave the conference room at any time without ending the conference (unless you are the last one to leave the room). When an attendee leaves the room, the EP300 sounds a single beep.

While you are an attendee in a conference room, you can lock the room to prohibit others from entering. You can also unlock the room at any time. Rooms cannot be locked if there is only one attendee. If you are the owner of the conference room (i.e., you were the first attendee in the room), you can leave the room and re-enter even if it is locked.

Conference rooms can remain active for a period of time, based on the settings in the MP5000 (the default is 60 minutes). As this deadline approaches, the system plays a string of warning beeps on each line; parties can then press any numeric key within eight seconds of the beep to reset the timer and keep the conference room open. After that time, the system disconnects the conference room if there are no responses.

If there is only one line alone in a conference room, the system times it out (default is 10 minutes) and releases the conference room. As this deadline approaches, the system plays a string of warning beeps on the line; the caller can then press any numeric key within eight seconds of the beep to reset the timer and keep the conference room open.

Some system features may be blocked while you are in a conference room—to use these features, you have to leave the room.

Finally, System Administrators can clear a conference room whenever they deem it necessary.

To set up a Public conference, perform the following steps.

1. Dial the conference room mailbox number (default 5801, 5802, 5803, 5804, 5805). Or, if your System Administrator has programmed conference room buttons on your endpoint, simply press the desired room button.

   The voice mail transfers the caller into the conference room.

2. If you are the first member to join the conference, the EP300 plays tone-on-hold beeps.

3. When a second caller enters, the EP300 plays a double beep to announce their entry, and you can begin your conversation.

4. When additional parties enter the conference, the EP300 plays a double beep to announce their arrival; all parties in the room can then communicate.

5. When all parties are present, any endpoint in the conference can press ### while in the room to lock entrance to the room. You can enter ### again to toggle the lock. When the room is locked, the EP300 plays a long beep-short beep that indicates that the room is locked. When the room is unlocked, the EP300 plays a short beep-long beep that indicates that the room is unlocked. ***Note:*** *For security reasons, external lines in the conference room are not permitted to lock the door.*

APPENDIX A SPECIFICATIONS

Technical Data:

- Certifications: FCC Part 15 Class B, RF emission compliant
- Safety Approved: OSHA Accredited NRTL (Nationally Recognized Test Laboratory) to UL 60950 and CSA C22.2 #60950.
- Dimensions: 9.5" w x 9.25"d x 7.5" h
- Weight: 2 lbs.
- Operating Humidity: 90% NC
- Operating Temperature: 0-50 degrees C
- Power: 9VDC 1A, 120 VAC external transformer

Connectors:

- Network: RJ45 (Ethernet)
- PC: RJ45 (Ethernet)
- Handset: RJ14 Standard Handset Connector
- Headset: RJ14 Standard Headset Connector
- Power: Center pin

User Interface:

- 2 x 16 character display
- 24 or 12 programmable buttons with tri-color LEDs
- 7 fixed feature buttons (hold, transfer/conference, redial, headset, speaker, mute, dial/answer)
- 3 soft keys
- Last calls (10 entries)
- Received calls, sent calls
- Call waiting indication
- Clock
- Caller-ID
- Call blocking
- Up to 5 lines
- Menu-driven user interface
- Speakerphone (Half Duplex)

Presence:

- Presence Indication
- Compatible with Microsoft Messenger

Codecs:

- G.711 uLaw
- Out-of-band DTMF (RFC2833)

SIP:

- RFC3261 compliant
- UDP support
- MWI events
- Out-of-Band RFC 2833
- REFER (RFC 3515)

Installation:

- Static IP provisioning, DHCP
- Daylight saving time, time retrieval from server
- Dynamic field-upgradable software

Ethernet:

- 2 port with switch included (802.3 10/100 BT half duplex/full duplex with autosense)
- Power over LAN support & IEEE 802.3af

This Page Intentionally Left Blank

INDEX

T

Transferring a Call 35

U

Using Call Hold 31

V

volume control 16

Z

Zone Paging 33

This Page Intentionally Left Blank