Advanced Cordless Phone Quick Start Guide

UNPACK THE HANDSET.
Do not discard the box, you'll need the IPEI found on the label in a later step.

1. Connect the plug to the AC adapter and plug it into a 120V AC receptacle. Connect the other end to the bottom of the charging cradle.

2. On the handset, remove the battery cover and insert the battery. Replace the battery cover. Attach the optional belt clip to the handset if desired.

3. Place the handset into the charging cradle to charge. A full charge takes about 7 hours.

Repeat steps for any additional handsets.

UNPACK THE BASE.
Do not discard the box, you'll need the MAC found on the label in a later step.

1. Select a suitable location to mount the base. It should be centrally located for the best coverage and away from any sources of interference like other cordless bases, power transformers, radio transmitters, microwave ovens, etc.

Mount the base vertically on the wall at a height above your cube walls, but not too close to the ceiling, as that will interfere with radio coverage. Mounting screws are included in the box.

2. Connect the base to your LAN using the included Ethernet cable.

3. Connect the power adapter to the base and plug it into a 120V AC receptacle.

THE HANDSET.
1. Ear Piece Speaker
2. Screen
3. Navigation Keys
4. Selection Key
5. Call Key/Accept Call Key
6. End, ON/OFF Key, Back Key
7. Activity Menu Key
8. Speaker Key
9. 3 Softkeys
10. LED

How to Quickly and Easily Set Up Your Advanced Cordless Phone

Watch the setup video for the **Advanced Cordless Phones** found on the support page at ***www.broadviewnet.com/support***.

REGISTER YOUR BASE AND ASSIGN EXTENSIONS TO HANDSETS

1. In the MyOfficeSuite portal, click on the Cordless Phones widget on your dashboard or from the top menu select Phone System / Phones / Cordless Phone Manager.

2. Select the appropriate location from the drop-down list and then enter the MAC address of the base station in the Register a New Base Station field. Press "Verify & Add".

3. Add the Handset ID's (IPEI) for each handset, pick an extension from the drop-down list. Edit the Display Name if desired. Press Save.

If you need to create a new extension, follow the instructions found in the OfficeSuite Administrators Guide included with your phones and available at www.broadviewnet.com/support.

4. The website will prompt you to reset the base. Wait for the LED to be steady green before proceeding.

PAIR EACH HANDSET TO THE BASE

1. On each handset, press the Menu Key (3 horizontal lines icon above the Red key) and select Connectivity (ring with 5 colored balls).

2. In the next menu, select Register and then choose the first entry on the following screen.

3. When prompted for the Access Code enter 0000 and press OK.

4. The phone registers and the display will show the name and assigned extension. Your system is ready to use.

MAKING A CALL

To call a coworker by extension, enter the extension and press the green Call Key/Off-Hook button.

To call an outside line, enter 9+1+<10 digit number> and press the green Call Key/Off-Hook button.

End the call by pressing the red On-Hook key.

RECEIVING A CALL

To answer an incoming call, press the green "Off-hook" button, or press the "Loudspeaker" key to answer the call in speaker mode.

Refer to the User Manual for more detail about these and other functions of the Advanced Cordless handset.

For more information visit **www.broadviewnet.com/support**, email **officesuitesupport@broadviewnet.com** or call **1-800-276-2384**