OC923U Desk Phone

User Guide
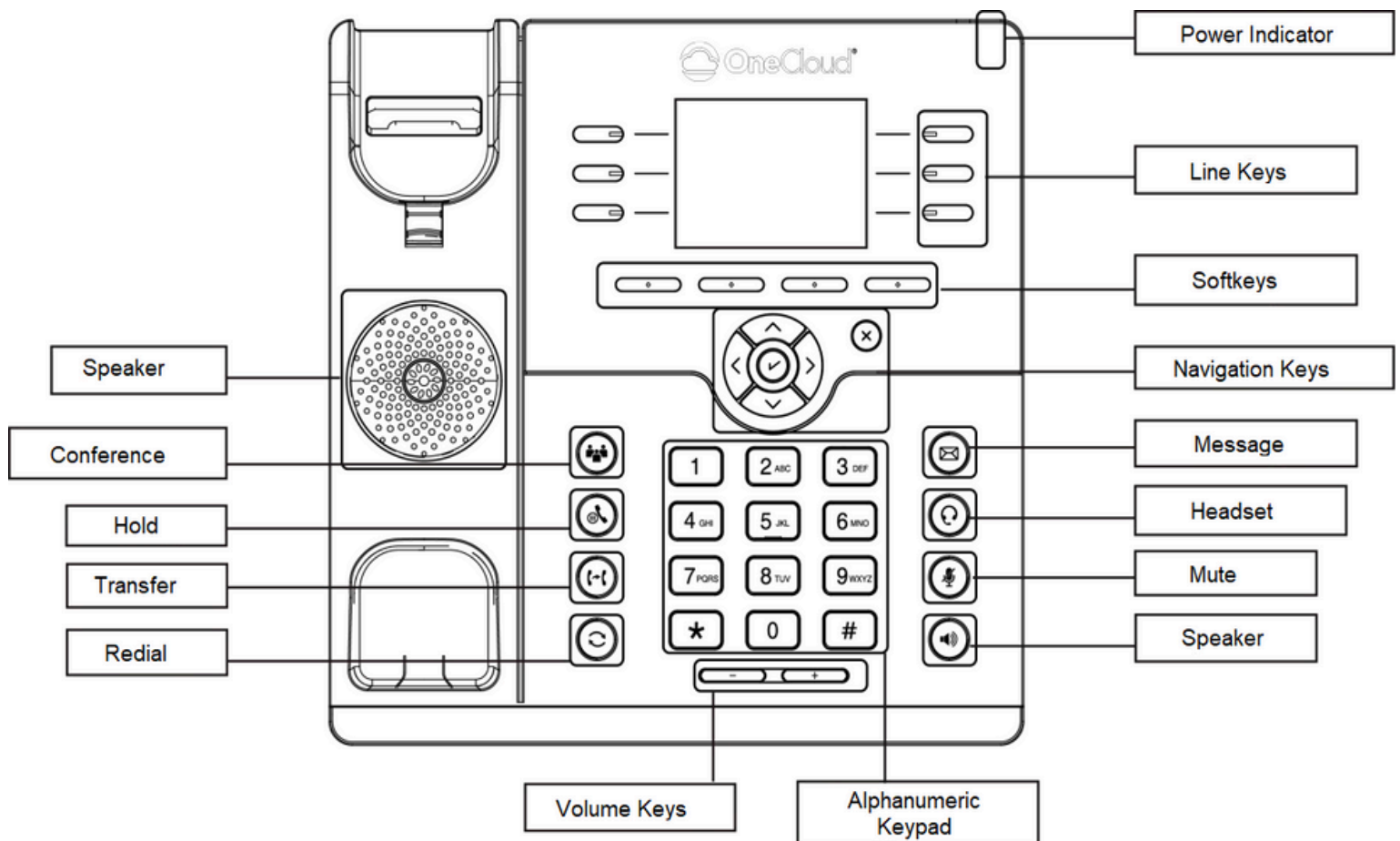

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OC923U User Guide

Welcome to the OC923U user guide. This document has been designed to help familiarize yourself with the basic button layout of the desk phone, as well as guide you through the active call options, voicemail, and some advanced features the OC923U has to offer.

The Basics

PRIMARY BUTTON LAYOUT

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Navigation Keys

1. Scroll the information or options displayed on the screen.
2. You can quickly access historical records and directories.

OK key

1. Can quickly enter the menu
2. Save the configuration
3. Answer the call

Cancel key

1. Cancel actions
2. Reject the call
3. To return to idle screen.

Up arrow key:

To move up of the selection -shows on the screen.

Right arrow key

To move right of the selection -shows on the screen.

Left arrow key

To move left of the selection -shows on the screen.

Down arrow key

To move down of the selection shows on the screen.

Mute key

1. To mute the voice during the call (Red light).
2. To un-mute the call.

Conference

To place a conference call.

Speaker

Press this button to place a call inhands-free mode.

Redial

To dial the previously dialed number.
To act as send key.

Volume

To decrease the volume.
To increase the volume.

Hold

To hold or to resume a call during a conversation.

Headset

To indicate that the phone is or not in Headset mode.

Transfer

To transfer a call to a third party.
To enable or disable Forward feature during the idle page.

Alphanumeric keypad

To enter the phone numbers, letters and so on.

Mes sage

To indicate of a New message, and to press to read.

Line Keys

Can be configured with different functions such as:

Line	Redial
Speed Dial	Call Return
BLF	SMS
BLF List	Record
Voice Mail	URL Record
Direct Pickup	Group Listening
Group Pickup	Public Hold
Call Park	Private Hold
Intercom	Hot Desking
DTMF	ACD
Prefix	Zero Touch
Local Group	URL
XML Group	Network Group
XML Browser LDAP	Multicast Paging
Network Directories	Group Call Park
Conference	Call Park Retrieve
Forward	XML BLF
Transfer	Silent Call
Hold	Smart BLF
DND	

1. Date & Time
2. Notice
3. Line Key & current account
5. DSS key
7. Wallpaper
6. Multipage Key
4. Soft Key

08-03 05:57:20   860
860
531
532
2. Notice
1 Missed Call   1 2 3 4
History   Directory   DND   Menu

Basic Telephone Features

PLACE A CALL

There are three ways to dial a call: Handset, Headset and Speakerphone.

To place a call by Handset:
1. Pick up the handset.
2. Enter the number.
3. Press the Send soft key.

To place a call by Headset:
1. Press the Handset hard key (light will be green).
2. Enter the number.
3. Press the Send soft key.

Making multiple calls
When you are in a call, you can hold your current call and place a new call.
1. Press Hold softkey to place the current call on hold.
2. Press New Call soft key.
3. Dial another number,
4. Press the Send soft key.

> **NOTE:**
> During a call, you can also change among Headset, Handset or Speakerphone mode.

To place a call by speakerphone:
1. Press the Speakerphone key, or press the Line key, then you can hear the dial tone.
2. Press the number.
3. Press the Send soft key.

To place a call from Call History:
1. Press the History soft key or navigate to Menu History Local History.
2. Select the desired call history.
3. Press the Send soft key.

To place a call from Directory:
1. Press the Directory soft key or navigate to Menu Directory Local Contacts.
2. Select the desired contact from a contact group.
3. Press the Send soft key.

END A CALL

Here shows to end a call during any of the three modes: To end a call by Handset In handset mode, press the EndCallsoft key or hang up the handset. To end a call under Headset Mode In headset mode, press the EndCallsoft key or pressthe headset key. To end a call under Speaker phone Mode In speaker phone mode, press the EndCallsoft key or pressthe speakerphone key.

REDIAL A CALL

To redial the last placed call from the IP Phone: Press the Redial key directly when LCD is on the idle interface.

Additional Telephone Features

RECEIVE A CALL

There are three ways to receive a call when the phone is ringing:

To receive a call by handset Pick up the handset. To receive a call by headset Press the Headset key. To receive a call by speakerphone
Option 1: Press directly.
Option 2: Press Answer soft key.
Option 3: Press the Line key (flashing red indicator by default). Moreover, some other actions can be done by soft key when the call is coming.

1. Press the Rejectsoft key to reject the call.

2. Press Forward soft key to forward to another phone.

3. Press Silence soft key, the call will stop ringing, but the incoming call notification will continue to display.
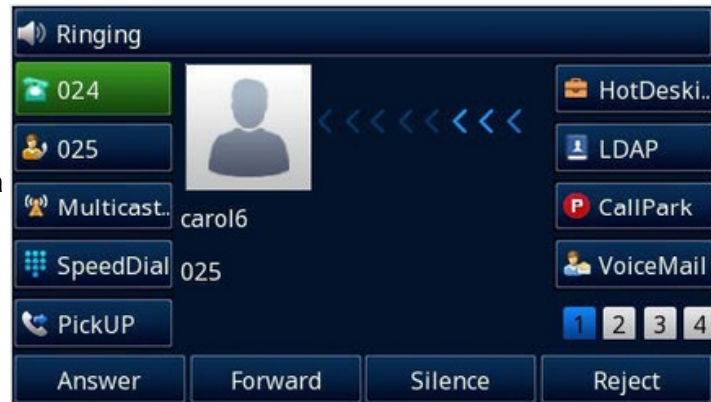
DND
When you use the DNDfeature, the phone will reject all incoming calls automatically and you can see the DNDicon shown on the Top of the LCD on the idle page.

CALL HOLD/RESUME
When using the Hold feature, the held party may hear music played by the server.
To hold/resume a call:
1. Press Hold soft key to hold the current call.
2. Press Resume soft key to resume the call on hold.

CALL MUTE

When you use the Mute feature, the other parties will not hear your voice while you can hear their voice. Call mute applies to all modes (handset, headset, and speakerphone). To mute the call during a call (including a conference call) Press the Mute key. To disable the mute function, press the Mute key again.

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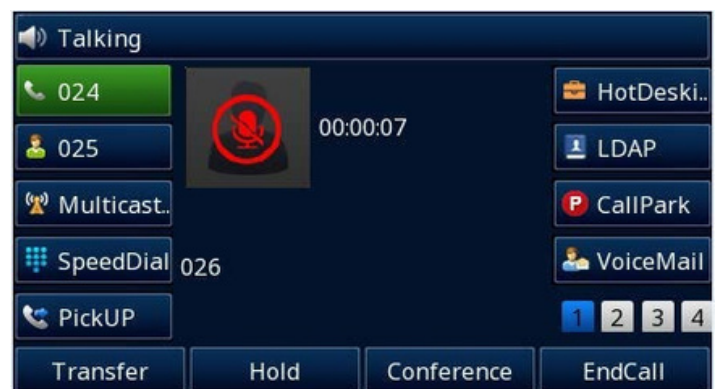
Additional Telephone Features

VOICEMAIL

This phone supports voicemail, and when there is a message, you can press the message key to listen to voicemails. A text Notification will be displayed on the LCD of the phone.

To configure the Voice Mail feature via Phone interface:

1. Press Menu ▯Messages ▯Voice Mail ▯
Set Voice Mail.
2. Enter the Account No.
3. Press the Savesoft key to save the configuration.

CALL TRANSFER

There are three transfer modes: Blind, Assisted, and Semi-Assisted Transfer.

Blind Transfer When you are in a call, Press the Transfer key or soft transfer key, the current call will be holding.
Enter the number you want to transfer to.
Press the Transfer key again or B Transfer soft key to complete the blind transfer.
Attended Transfer When you are in a call, Press the Transfer key or soft transfer key, the current call will be holding.
Enter the number you want to transfer to.
Press the Send soft key.
After the second call is established, press the Transfer key again or soft transfer key to complete the attended transfer.
Semi-Attended Transfer When you are in a call, press the Transfer key or soft transfer key, the current call will be holding.
Enter the number you want to transfer to.
Press the Send soft key.
When you hear the ring back tone, press the Transfer key again or soft transfer key to complete the semi-attended transfer.

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